

ELECTRONIC ENVIRONMENTAL REPORTING SYSTEM (E2)

USER'S GUIDE

PREPARED FOR

Commonwealth of Virginia
Department of Environmental Quality

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1 Introduction

The Virginia DEQ Electronic Discharge Monitoring Reporting (e-DMR) System is an internet-based computer application that allows permitted facilities to send Discharge Monitoring Reports (DMRs) electronically to the Virginia Department of Environmental Quality (DEQ). This system is designed to provide an alternative to submitting hand-written or paper-based DMRs that is faster, more efficient, and less burdensome for both the regulated facilities and the Virginia DEQ. As a fully operational electronic reporting system, all of the necessary legal, security, and electronic signature functionalities have been included for this system to serve as a completely paperless reporting system. A **Facility Participation Package** is available at the following site: [\[ENTER DEQ Website LINK\]](#)

Virginia DEQ permittees can access the Facility Participation Package on the the DEQ website in order to gain information and apply to participate in the Virginia eDMR system.

1.1 e-DMR System Goals and Benefits

There are a number of beneficial goals that have been considered and which have guided the development of the e-DMR System. Among them are:

- Support online availability of up-to-date DMR reporting requirements and tracking status of submitted DMRs and DMR revisions.
- Improve the accuracy of compliance data by eliminating potential errors that would otherwise be introduced through manual data entry.
- Improve the security of DMR submissions from permitted facilities.
- Reduce the permitted facility's compliance costs by offering a streamlined reporting method using readily available computer tools.
- Save the Virginia DEQ administration and compliance costs by reducing, and better utilizing resources required for managing paper-based DMR reports.
- Improve the overall effectiveness of the Virginia Pollutant Discharge Elimination System (VPDES) program with faster responses for data analyses, compliance assessment, enforcement support, and decision-making.

1.2 Overview of the e-DMR System

The e-DMR System is a Web-based application accessible to the participating permitted facilities via the Internet. The system will serve as an electronic file cabinet to manage DMR reporting requirements provided by the Virginia DEQ, and to receive/store DMRs and associated data submitted by permitted facilities.

The permitted facility's designated staff access privileges are administrated through the use of a user name and a password. In addition, facility designated staff who certify and submit the eDMRs have a Personal Identification Number (PIN) and must answer security questions. All DMR submissions are verified via PIN and security questions authentication with software

security to ensure that the content of the data is original, truthful, legitimate, and unaltered. A complete chain-of-custody of all records will be maintained in the e-DMR server.

The system makes available up-to-date reporting requirements from the Virginia Comprehensive Environmental Data System (CEDS), allowing permitted facilities to submit original or revised DMRs, and allows for the reviewing of previously submitted reports online. DMRs received at the secure eDMR Server are uploaded to the Data Exchange System for use by the Virginia DEQ to support compliance, permitting, and environmental planning programs.

1.3 Minimum System Requirements

Permitted facilities will need to have the ability to access the Department's e-DMR System web site through the Internet. Typically, such access is available either through a dedicated connection through the permitted facility's local area network or through a modem connection to an Internet Service Provider.

In addition to the Internet connection, the permitted facility will need an Internet browsing program. The e-DMR application is verified to work with Microsoft Internet Explorer Version 6.0 or greater, which can be downloaded for free from <http://www.microsoft.com/downloads>. Facilities may find that other Internet browsers may work but the Department cannot ensure that all of the features of the e-DMR web system will be available.

In summary, the following is needed to use the e-DMR system:

- A computer/laptop
- Internet access
- Microsoft Internet Explorer, version 6.0 or greater

1.4 e-DMR System Description

As with a typical paper-based DMR submission process, the e-DMR electronic submission process is surrounded by a number of procedures which ensure that the information is up-to-date and accurate. The typical e-DMR submission process performed by a permitted facility is provided below:

Step 1: Facility user logs into the e-DMR System via the Internet with User Name and password that were previously provided to the user via system generated emails.

Step 2: Using the **Create a New Report** screen, user selects a working facility, permit number, and reporting period.

Step 3: Facility user previews and prepares e-DMR data file in accordance with reporting requirements using one of three methods.

- Step 3A: Completing the online entry web form and generating a submission file. The file may be saved in the eDMR system for later submission.

- Step 3B: Copying and pasting data from the EXCEL template into the online web form and generating a submission file. The file may be saved in the eDMR system for later submission.
- Step 3C: Downloading an XML template file that includes the facility's reporting requirements and generating their own submission file using the preformatted XML file format.

Step 4: If the facility saves the DMR file locally on a personal computer or laptop in step 3C, the facility can later select the DMR file and upload it to the e-DMR Server. Regardless of which method is chosen, submission can be made using the Submission Wizard process.

Step 5: The eDMR Server receives the file, and issues a receipt of confirmation on the screen immediately after the report is submitted. A copy of this receipt of confirmation will be automatically e-mailed to the certifier (submitter). The eDMR Server verifies that the data file conforms to reporting requirements stored in the Server. If it does, the submission is noted as such on the Server for reference. If not, the submission will be noted as 'rejected' and the facility will be notified via email. The facility must resolve the problems and submit revisions to the e-DMR Server. In any case, an email is sent to the certifier stating the status of the submitted DMR.

Step 6: Validated DMR submissions can be viewed and printed at any time.

2 Getting Started in eDMR

2.1 Logging in for the First Time

The e-DMR facility participant logs into the e-DMR System website using an Internet connection with Internet Explorer version 6.0 or higher. After entering the website address (xmxxmxmxmxm), the participant is greeted by the login screen, which provides a brief description of the E2 system. To enter the system, the facility participant must enter a valid User Name and password on right side of the e-DMR System login screen, as shown below:

Overview

The Virginia Department of Environmental Quality (Virginia DEQ) is providing a web-enabled electronic environmental (E2) reporting system for wastewater facilities to streamline the management of discharge monitoring reports (DMRs) required under the Virginia wastewater regulation program.

The E2 DMR systems provides wastewater facilities with an alternative way to submit DMR data and allow the DEQ to electronically validate the data, acknowledge receipt, and upload data to Virginia's central wastewater database.

Implementing this new system will reach the goal of improving the management of data associated with the Department's wastewater monitoring program. The E2 system will:

- Save wastewater treatment facilities compliance costs with a streamlined reporting method and readily available computer tools.
- Save programmatic costs by reducing resources required for managing paper-based DMR reports.
- Improve the accuracy of compliance data by eliminating potential errors that would be otherwise introduced through manual data entry.
- Improve the state wastewater discharge treatment programs' overall effectiveness while offering alternatives for less process to the regulated community.

Public Login

User name

Password

Login

[Forgot your login user name or password?](#)

[New to E2?](#)

[Facility Participation Package](#)

Release Date: October 06, 2011
Version: 3.511.1006.27573

When a user logs in for the first time using his/her User Name and temporary password received from Virginia DEQ, the system will prompt the user to enter a new password as shown below. The new user-defined password must consist of 8-15 alphanumeric characters (i.e. A-Z, a-z, and 0-9).

Change Password

Password must have at least one uppercase letter, one lowercase letter and one digit number.

★ New Password:

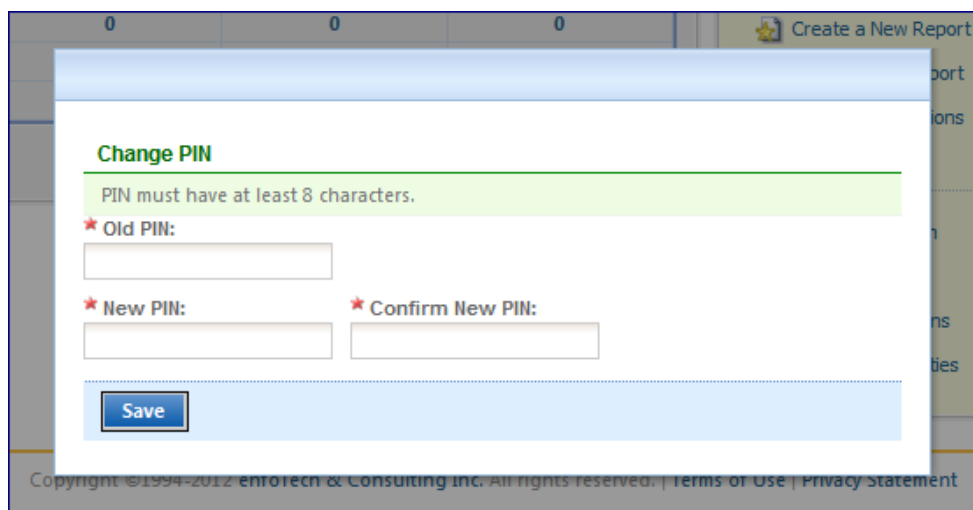
★ Confirm New Password:

Save

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Note that access to the e-DMR System will only be allowed after the user's password has been changed. If the user fails (e.g., incorrect User Name or Password) to log in after three tries, the system will automatically lock the user account. The user will then have to contact the DEQ Regional Office Administrator to re-activate his/her account.

If the user has a "Certifier" role for any permit type at any facility, then he/she must also set a PIN and answers to security questions upon his/her initial login.



The screenshot shows a web browser window with a 'Change PIN' form. The form has a light blue header bar with the title 'Change PIN' in green. Below the title, a green message box states 'PIN must have at least 8 characters.' The form contains three input fields: 'Old PIN:', 'New PIN:', and 'Confirm New PIN:'. Each field is preceded by a red asterisk. A blue 'Save' button is located at the bottom left of the form. The background of the browser window shows a sidebar with navigation links like 'Create a New Report', 'Report', 'Locations', 'Facilities', and 'Properties'. At the bottom of the browser window, a copyright notice reads: 'Copyright ©1994-2012 enfoTech & Consulting Inc. All rights reserved. | Terms of Use | Privacy Statement'.

The screenshot shows a web form titled "Security Questions". Below the title is a green instruction box: "One of the following security questions will be referenced during the application submission process. Please answer all questions below with unique responses." There are five questions, each with a drop-down menu and a text input field for the answer. The questions are: 1. "What is the first and middle name of your oldest sibling?", 2. "what is your favorite book?", 3. "what is the name of the hospital where you were born?", 4. "what is your best friend's last name?", and 5. "what is the last name of your favorite teacher?". At the bottom of the form is a blue "Save" button.

Security Questions

One of the following security questions will be referenced during the application submission process. Please answer all questions below with unique responses.

Question 1:
What is the first and middle name of your oldest sibling? ▼
Answer:

Question 2:
what is your favorite book? ▼
Answer:

Question 3:
what is the name of the hospital where you were born? ▼
Answer:

Question 4:
what is your best friend's last name? ▼
Answer:

Question 5:
what is the last name of your favorite teacher? ▼
Answer:

The Certifier can choose among various security questions via the drop-down menus and must provide responses to these. The PIN and security question answers are required when certifying and submitting a report in the E2 system. For further details on resetting password, PIN, and security question information, please refer to [Section 4: Profile Management Module](#).

2.2 Website Navigation

Once a valid User Name and password are entered, the user is brought to the e-DMR home page, which displays three different sections of note: 1. - the menu bar, 2. - the "Report Summary" "Web Part", and 3. - the "System Quick Access" "Web Part".

The screenshot displays the E2 V3.5 User's Guide interface. At the top, a navigation bar (labeled 1) contains links for Home, Report, and My Profile. Below this, the main content area is divided into two sections. The left section, labeled 2, is titled 'Report Summary' and contains a table showing permit types and their submission status. The right section, labeled 3, is titled 'System Quick Access' and provides links to various system functions.

Permit Type	Submitted within last 12 months	Past due	Due within next 6 months
Storm Water Industrial General Permit	0	0	0
VPDES-IP (Individual Permit)	0	0	8
Nutrient Trading General Permit	0	0	0

Click here for more...

System Quick Access

Report

- Create a New Report
- Edit an Open Report
- Submittals/Revisions

My Profile

- Basic Information
- Password / PIN
- Security Questions
- Associated Facilities

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(Last modified Time: 2012-01-05 10:46 AM)

1. The menu bar in the page header offers quick, easy navigation between the two modules available to facility users, “Report” and “My Profile.” While the body of the E2 system, including the two ‘Web Parts’ (#2 and #3 bullets below), will change as the user moves from page to page, the menu bar remains consistently in place. Using the menu bar, the user can always return to these central areas of the system with just one click, as well as go to the Home page, access the Help document, and Logout.
2. The “Report Summary” Web Part displays all permit types associated with the user, as well as their submission status. The user can tell at a glance how many reports he/she has submitted within the last twelve months, how many are past due, and how many are due to be submitted within the next six months. For further details on the Report module, please refer to [Section 3: Report Management Module](#).
3. The “System Quick Access” Web Part breaks down the “Report” and “My Profile” modules into their respective subcategories, making it more convenient for the user to access various areas of the system directly.

2.2.1 Report Summary

Under the Report Summary *Web Part* from the Home screen, the user may click on any of the hyperlinked numbers in any given column to bring up a gridview that displays records that meet the data query criteria for the number.

For instance, clicking on the value (e.g., number of reports) under “Due within next 6 months” for VPDES –IP (Individual Permits) is a hyperlink which takes the user to the Report Management screen, where a pre-filtered search query has been executed.

Report Management

report > Report Management > Create a New Report

You can search for a new report to be created or a saved, unfinished report. Specify your search criteria and click the Search button to locate your report.

Click the View Form icon to preview a blank DMR report form. To create a new report, click the Online Entry icon. To continue to work on an unfinished report, go to Edit Pending Report on the left navigation panel.

Search for Reporting Requirement

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

1 - 8 of 8 item(s)

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Report Date	Status	Due Date
				113	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	02/01/2012 ~ 02/29/2012	New	03/10/2012
				115	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	03/01/2012 ~ 03/31/2012	New	04/10/2012
				118	VA0066630	Hopewell WWTP	Quarterly	IP	IP DMR	04/01/2012 ~ 06/30/2012	New	07/10/2012

1. Since the report is pending and likely has “New” status (i.e. has not yet been created), the hyperlink takes the user to the “Create a New Report” page of the Report Management module.
2. Only reports that have due dates within the next 6 months show up here.
3. Since the hyperlink for the value chosen (e.g., number by report in this example) corresponds to VPDES-IP (Individual Permit), results will only show reports that have a permit type of “IP”.

2.2.2 System Quick Access

This *Web Part* is divided into two sections: “Report” and “My Profile,” which lead to the Report Management and Profile Management modules, respectively. For further details on each, please refer to [Section 3: Report Management Module](#) and [Section 4: Profile Management Module](#).

3 Report Management Module

The "Report" module displays three options:

- Create a New Report:** This leads to the main components of the e-DMR System. Up-to-date reporting requirements can be viewed, printed (for reference), and downloaded here (only for facilities with which the user is associated). Also, web forms that contain similar fields to the paper DMR can be used for data entry.

Report Management > Report Management > Create a New Report

You can search for a new report to be created or a saved, unfinished report. Specify your search criteria and click the Search button to locate your report.

Click the View Form icon to preview a blank DMR report form. To create a new report, click the Online Entry icon. To continue to work on an unfinished report, go to Edit Pending Report on the left navigation panel.

Search for Reporting Requirement

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

Items per page: 15

1 - 15 of 36 item(s)

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Report Date	Status	Due Date
				127	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	12/01/2012 ~ 12/31/2012	New	01/10/2013
				134	VA0066630	Hopewell WWTP	Quarterly	IP	IP DMR	04/01/2013 ~ 06/30/2013	New	07/10/2013
				120	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	07/01/2012 ~ 07/31/2012	New	08/10/2012

- Edit an Open Report:** Here, a user can make changes to or delete a report that is currently in the process of being edited, but has not yet been certified and submitted to DEQ.

Report Management > Report Management > Edit an Open Report

Below are reports that were previously drafted, but have not been submitted. To continue work on an unfinished report, locate it on the list below and click the "Edit" button. To work on a new report, click the "Create a New Report" link under the Permit Management menu on the left navigation panel.

Search for Open Applications

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

Items per page: 15

1 - 2 of 2 item(s)

	Delete	Edit	View Form	Report ID	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Report Date	Status	Due Date
<input type="checkbox"/>				137	112	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	01/01/2012	Open	02/10/2012
<input type="checkbox"/>				72	111	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	12/01/2011	Open	01/10/2012

- Submittals/Revisions:** DMR files that have been previously submitted to DEQ can be viewed and downloaded by clicking on Submittals/Revision. Submissions can be viewed

and searched for by Submission ID, Permit Type, Form Type (for SWI permit types only), Facility Name, Permit Number, and date.

The screenshot shows the 'Report Management' interface. On the left is a sidebar with 'Report Management' and options: 'Create a New Report', 'Edit an Open Report', and 'Submittals/Revisions'. The main area has tabs for 'Submission' and 'Historical Submission'. A yellow banner explains search criteria. Below is a 'Search for Submittals / Revisions' section with fields for Submission ID, Program Type (VPDES), Permit Type (Select All), Form Type (Select All), Facility Name (Select All), Permit Number (Select All), Submission Date, and Report Due Date. A 'Search' button is present. Below the search section is a 'Search Result' table showing 1 of 1 item(s).

View	Submission ID	Submission Status	Submission Date	Permit Number	Facility Name	Form Type	Report Date	Due Date
	87	Received	01/12/2012	VAR051023	Dominion Virginia Power - Chesterfield	Benchmark	01/01/2012	12/31/2012


3.1 DMR Submission Methods

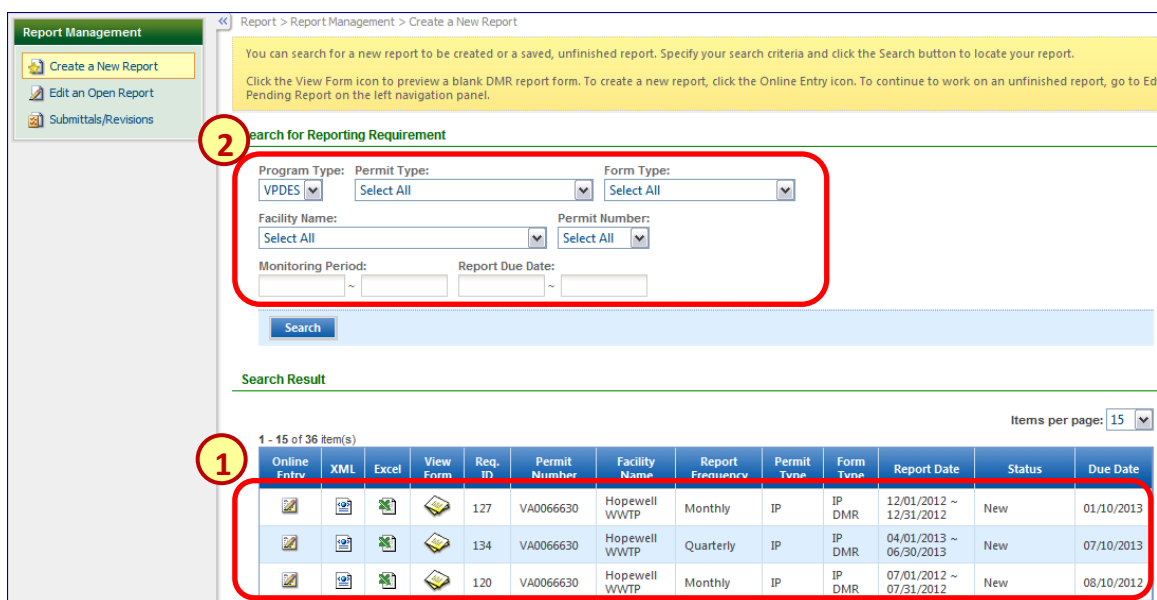
The e-DMR System provides the following three primary methods to allow facilities to submit their DMR reports:

- Online Data Entry:** An online Report Wizard will guide the user through entering their DMR results online through a series of Web pages.
This option is ideal for facilities that currently do not use a spreadsheet or database program to store or track their DMR results and can therefore use the e-DMR application to enter their DMR results directly.
- XML File Upload:** The user can download a blank XML file from the e-DMR system which contains the parameters that the facility must report. The facility can then use this blank XML template file to enter their DMR results while being disconnected from the Internet. Then, when the user is ready to submit to DEQ, he or she can upload the XML file including DMR results directly to DEQ.
This option is ideal for facilities that currently have a comprehensive system to track their DMR results and have the IT resources to convert their DMR results into the electronic XML format required by DEQ.
- Copy and Paste Using Excel Template:** The user can download a blank Excel file from the e-DMR system which contains the parameters that the facility must report. The facility can then use this spreadsheet to enter their DMR results while being disconnected from the Internet. Then, when the user is ready to submit to DEQ, he/she can copy the data from the Excel file and paste this information into the Web form.

This option is ideal for facilities that currently use a spreadsheet program such as Microsoft Excel to store or track their DMR results. Using the Copy and Paste approach allows the facility to avoid needing to “double enter” their DMR results.

3.2 Creating a New VPDES-IP (Individual Permit) Report

To begin filling out a report using any of the three options above, the user will want to first click on the  [Create a New Report](#) link in the Report Management functional area to the left, which will bring up the Create a New Report screen, as shown below:



Search for Reporting Requirement

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:


Monitoring Period: ~ Report Due Date: ~

Search Result

1 - 15 of 36 item(s) Items per page:

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Report Date	Status	Due Date
				127	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	12/01/2012 ~ 12/31/2012	New	01/10/2013
				134	VA0066630	Hopewell WWTP	Quarterly	IP	IP DMR	04/01/2013 ~ 06/30/2013	New	07/10/2013
				120	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	07/01/2012 ~ 07/31/2012	New	08/10/2012

1. By default, this screen will display all DMRs that are due for all facilities at which the user has any kind of role (Certifier/Preparer/Viewer). One row will be displayed for each DMR that must be submitted.
2. To accommodate the possibility that a user may be submitting DMR results for more than one facility, the system allows a user to be associated with multiple facilities.¹ The user can select the registered facility on the drop-down pick list to filter out the DMR reports for that facility. Only those facilities that the user is associated with, whether as a Certifier, Preparer, or Viewer, will be displayed in the drop-down. The user may also choose to filter the DMRs by Permit Type, Form Type (i.e., SWI GP permit type only), Monitoring Period, Report Due Date, and Permit Number.

After the filtering criteria are entered, the user can click the  button to filter the results.

¹ Example: an entity or contractor operating and reporting for multiple individual permitted facilities can have appropriately designated users associated with these multiple individual permitted facilities using their existing User name and password.

Search for Reporting Requirement

Program Type: Permit Type: Form Type:

VPDES VPDES-IP (Individual Permit) Select All

Facility Name: Permit Number:





Emporia WTP VA0006220

Monitoring Period: Report Due Date:

04/01/2012 ~ 04/30/2012 ~

Search Result

1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				7134	VA0006220	Emporia WTP	Monthly	IP	IP DMR	04/01/2012 ~ 04/30/2012	New	05/10/2012

To display all results, simply remove all criteria and click “Search” again.

Each row in the table represents a DMR that must be submitted. In addition to general information about each DMR (such as the Facility Name for which it applies, the Reporting Frequency, and Monitoring Period), four reporting function tasks can be performed for each search result.

- Enter data through the Online Entry form (used for the online data entry submission method)



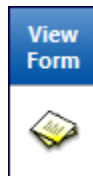
- Download a template XML file by clicking on the XML icon (used for the XML file submission method)



- Download a template Excel file by clicking on the Excel icon (used for the Excel copy-and-paste submission method)

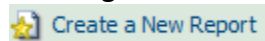


- Preview a reporting requirement by clicking on the View Form icon. This is similar to viewing a blank DMR form that displays the reporting requirements and limits, but it does not yet contain the DMR results.



The following sections describe the procedure to submit DMRs using each of the three available submission options.

3.2.1 Using the Online Data Entry Feature

To begin to submit a report using the online data entry feature, click on the  icon in the functional area to the left, which will bring up the Create a New Report screen, as shown here:

Report > Report Management > Create a New Report

You can search for a new report to be created or a saved, unfinished report. Specify your search criteria and click the Search button to locate your report.

Click the View Form icon to preview a blank DMR report form. To create a new report, click the Online Entry icon. To continue to work on an unfinished report, go to Edit Pending Report on the left navigation panel.

Search for Reporting Requirement

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

1 - 15 of 36 item(s) Items per page:


Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Report Date	Status	Due Date
				127	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	12/01/2012 ~ 12/31/2012	New	01/10/2013
				134	VA0066630	Hopewell WWTP	Quarterly	IP	IP DMR	04/01/2013 ~ 06/30/2013	New	07/10/2013
				120	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	07/01/2012 ~ 07/31/2012	New	08/10/2012





In this case of filling in VPDES-IP reports, to the “Permit Type” drop-down menu should be used to select Permit Type “VPDES-IP (Individual Permit)”. If desired, the user can further filter the results by selecting a Facility Name and Permit Number via the drop-down menus.

Program Type:	Permit Type:	Form Type:
VPDES	VPDES-IP (Individual Permit)	Select All
Facility Name:	Permit Number:	
Emporia WTP	VA0006220	
Monitoring Period:	Report Due Date:	
<input type="button" value="Search"/>		

Now that the Facility Name and Permit Number are selected, multiple reporting frequencies may be present for the same facility, such as Monthly, Quarterly, Annually, or Semi-Annually, depending on the reporting requirements for the facility.

3.2.1.1 Viewing Reporting Requirements (Optional)

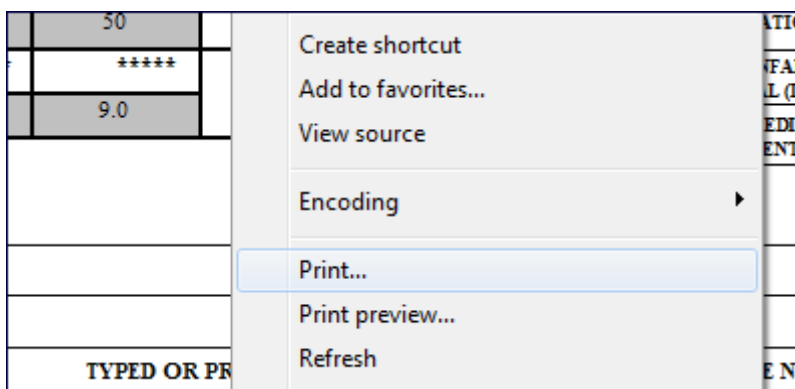
Before a DMR file (record) is generated, a user may wish to preview and print out the reporting requirements for reference. To preview or print a DMR, click on the View Form icon  for the corresponding record.

Search for Reporting Requirement												
Program Type:	Permit Type:	Form Type:										
VPDES	VPDES-IP (Individual Permit)	Select All										
Facility Name:	Permit Number:											
Emporia WTP	VA0006220											
Monitoring Period:	Report Due Date:											
04/01/2012	04/30/2012											
<input type="button" value="Search"/>												
Search Result												
1 - 1 of 1 Item(s)												Items per page: 15
Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				7134	VA0006220	Emporia WTP	Monthly	IP	IP DMR	04/01/2012 ~ 04/30/2012	New	05/10/2012



This will bring up the following pop-up browser that displays the DMR in a format that is very similar to the paper form:

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) DISCHARGE MONITORING REPORT (DMR)										DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE)															
PERMITTEE NAME/ADDRESS (INCLUDE FACILITY NAME/LOCATION IF DIFFERENT) NAME: Emporia WTP ADDRESS: PO Box 511 Emporia, VA 23847										Piedmont Regional Office 4949-A Cox Road Test for dDMR Glen Allen, VA 23060															
FACILITY LOCATION: 1521 Wiggins Rd Emporia, VA 23847										FROM: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td>YEAR</td><td>MO</td><td>DAY</td></tr> <tr><td>2012</td><td>04</td><td>01</td></tr> </table> TO: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td>YEAR</td><td>MO</td><td>DAY</td></tr> <tr><td>2012</td><td>04</td><td>30</td></tr> </table>				YEAR	MO	DAY	2012	04	01	YEAR	MO	DAY	2012	04	30
YEAR	MO	DAY																							
2012	04	01																							
YEAR	MO	DAY																							
2012	04	30																							
VA0006220 001 PERMIT NUMBER DISCHARGE NUMBER																									
MONITORING PERIOD																									
NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM																									
Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE														
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM					UNITS													
FLOW	REPORTD			MGD																					
PARAM CODE: 001	REQRMNT	NL	NL		*****	*****	*****		1/M	EST															
PH	REPORTD																								
PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0	SU	1/M	GRAB															
CL2, TOTAL	REPORTD																								
PARAM CODE: 005	REQRMNT	*****	*****		*****	0.0080	0.013	MG/L	1/M	GRAB															
GENERAL PERMIT REQUIREMENTS OR COMMENTS OUTFALL-SPECIFIC COMMENTS PARAMETER-SPECIFIC COMMENTS																									
BYPASSES AND OVERFLOWS		TOTAL OCCURRENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE																				
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.					TYPED OR PRINTED NAME			CERTIFICATE NUMBER																	
					PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT			TELEPHONE																	
					TYPED OR PRINTED NAME			SIGNATURE		Date															
Page																									

The form at this point is considered a template, since the permit limits and parameters are listed without actual measured values. To print this template, right-click within the pop-up window and select Print, as shown below:



3.2.1.2 Step 1A: Application

To begin filling out the DMR using the online web form, return to the Create a New Report screen by clicking on the  [Create a New Report](#) icon in the functional area to the left. Select the desired facility and permit number using the drop-down menus, and click on the Online Entry icon  for the corresponding report frequency and monitoring period.

Search for Reporting Requirement





Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

1 - 15 of 45 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				7136	VA0006220	Emporia WTP	Semi-Annually	IP	IP DMR	01/01/2012 ~ 06/30/2012	New	07/10/2012

This will initiate the Report Wizard:

Report > Report Management > Create New Report Option

You can select to edit an online entry form or ...

Reporting Options

☒ Online Entry Form

☐ Copy and Paste a Report

☐ XML Upload

Start the report by choosing a reporting option. To proceed to the online entry form, click "Continue," which will bring up the online data entry form.

DMR Summary Information

Facility Name: Emporia WTP Permit Number: VA0006220 Report Type: IP
Mailing Address: PO Box 511, Emporia, VA 23847 Monitoring Period: 04/01/2012 ~ 04/30/2012 Form Type: IP DMR
Location: 1521 Wiggins Rd, Emporia, VA 23847 Outfall: 001
☐ No Discharge

Parameters	Parameter Details
FLOW (001)	<div>LoadAvg must be entered. LoadMax must be entered.</div> <div>Loading</div> <div>Reporting Data: <input type="text"/> <input type="text"/> Unit: MGD Permit Requirement: NL NL MGD Comment: <input type="text"/> <input type="text"/></div> <div>Concentration</div> <div>Reporting Data: <input type="text"/> <input type="text"/> <input type="text"/> Unit: <input type="text"/> Permit Requirement: <input type="text"/> <input type="text"/> <input type="text"/> Comment: <input type="text"/> <input type="text"/> <input type="text"/></div> <div>Monitoring/Analysis Information</div> <div>Reporting Data: 1/M Frequency of Analysis: 1/M Sample Type: EST Excursion No.: <input type="text"/> Lab Code: <input type="text"/> Permit Requirement: 1/M EST Comment: <input type="text"/> <input type="text"/> <input type="text"/></div> <div><input type="button" value="Previous Parameter"/> <input type="button" value="Next Parameter"/></div>
PH (002)	
CL2, TOTAL (005)	

BYPASSES AND OVERFLOWS:

TOTAL OCCURRENCES:	TOTAL FLOW (M.G.)	TOTAL BOD ₅ (K.G.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

DEQ Comments:

Outfall and Form-Specific Comments:

(Show/Hide Copy and Paste)
(Show/Hide Permissive Value)

The On Line Entry form form is pre-populated with the facility and permit information, report identification, parameter list, and permit limit values. Text fields, checkboxes, and drop-down menus indicate to the user those areas that he/she is expected to fill in.

1. **Navigating among outfalls (i.e. monitoring locations):** One facility may be required to submit DMRs for multiple outfalls. In order to fill out the DMR form completely for each outfall, use the Outfall drop-down at the top-right corner of the web form.
2. **Loading section:** Enter the loading average and max in the "Reporting Data" row. Be sure to enter an appropriate data value in accordance with the Units listed. These Units match the permit requirement; additional data conversion may be necessary to translate data from a lab report to match the Units specified in eDMR. The eDMR Units displayed are a protected field that can't be changed.

Note that to calculate the daily mass loading the following formulae should be used:

- $\text{KG/DAY} = \text{Concentration (mg/L)} \times \text{Flow (MGD)} \times 3.785$
- $\text{LB/DAY} = \text{Concentration (mg/L)} \times \text{Flow (MGD)} \times 8.345$

where flow is from the same 24-hour period that the sample was collected.

As indicated at the bottom of the page (under the "Show/Hide Permissive Value" link), the "Reporting Data" text fields in the loading section will accept only the following predefined values:

- Numbers
- "X": No sample results
- "NR": Not required
- "<QL": Below quantification level (no space between "<" and "QL")
- ">": Greater than (along with a numeric value)
- "<": Less than (along with a numeric value)

(Show/Hide Permissive Value)

1 - 5 of 5 item(s)

Permissive Value	Description
>	Greater than [insert value] results
<	Less than [insert value] results
NR	Not Required
X	No Sample Results
<QL	Below Quantification Level

Apostrophes ("'), commas (","), forward-slashes ("/"), and underscores ("_") are *not* permitted in the online data entry form. The ">Greater than [insert result]" value and "<Less than [insert result]" value symbols **can be used** to report qualified data.

Note: There are "Comment" sections below each "Permit Requirement" where a parameter-specific comment/explanation can be entered. Any 'Comment' entered will be associated with the specific parameter and related DMR data entry. [This is not to be confused with the "Outfall and Form Specific Comments" section mentioned further down in this Users Guide document.]

3. **Concentration section:** Enter the minimum, average (or monthly average), and/or maximum (or weekly average maximum) in the fields in the “Reporting Data” row. Be sure to enter an appropriate data value in accordance with the Units listed; additional data conversion may be necessary to translate data from a lab report to match the Units specified in eDMR. The eDMR Units displayed are a protected field that can't be changed.

As indicated at the bottom of the page (under the “Show/Hide Permissive Value” link), the “Reporting Data” text fields in the concentration section will accept only the following predefined values:

- Numbers
- “X”: No sample results
- “NR”: Not required
- “<QL”: Below quantification level (no space between “<” and “QL”)
- “>”: Greater than (along with a numeric value)
- “<”: Less than (along with a numeric value)

(Show/Hide Permissive Value)

1 - 5 of 5 item(s)

Permissive Value	Description
>	Greater than [insert value] results
<	Less than [insert value] results
NR	Not Required
X	No Sample Results
<QL	Below Quantification Level

Apostrophes (“”), commas (“,”), forward-slashes (“/”), and underscores (“_”) are *not* permitted in the online data entry form. The “>Greater than [insert result]” value and “<Less than [insert result]” value symbols **can be used** to report qualified data.

Note: There are “Comment” sections below each “Permit Requirement” where a parameter-specific comment/explanation can be entered. Any ‘Comment’ entered will be associated with the specific parameter and related DMR data entry. [This is not to be confused with the “Outfall and Form Specific Comments” section mentioned further down in this Users Guide document.]

Note: Users may select “No Discharge” at the top right corner of the online entry form, right under “Outfalls”. As soon as “No Discharge” is chosen, all eDMR “Reporting Data” fields for eDMR Permit Requirements will automatically be filled with “*****”.

DMR Summary Information

Facility Name: Emporia WTP Mailing Address: PO Box 511, Emporia, VA 23847 Location: 1521 Wiggins Rd, Emporia, VA 23847	Permit Number: VA0006220 Monitoring Period: 04/01/2012 ~ 04/30/2012	Report Type: IP Form Type: IP DMR	Outfall: 001 <input checked="" type="checkbox"/> No Discharge
--	--	--------------------------------------	--

Parameters	Parameter:
FLOW (001)	
PH (002)	
CL2, TOTAL (005)	


Loading



Reporting Data: LoadAvg: LoadMax: Unit:


Permit Requirement: Comment:

The “No Discharge” selection is unique to each outfall. For example, if it is chosen for outfall 001, outfall 002 and any other permitted outfalls will not be affected.

eDMR offers immediate data entry assistance and validation. Upon opening the form fields are required to be filled are outlined/highlight. An additional validation check (checking for errors or omissions) runs whenever the user switches to a different parameter or outfall on the report.

 • ConcMin Value is not in the correct format.
• ConcMax must be entered.
• Excursion No must be entered.

If any of the required eDMR entry fields are in noncompliance with eDMR data entry format requirements or left blank or do not comply with eDMR data entry format when the user navigates to a different parameter, the  icon will appear next to the parameter name in the list to the left. The user can view specific information on the validation issue by letting his/her mouse cursor hover over the icon .

Parameters	Parameter:
FLOW (001)	
 PH (002)	

Loading

Reporting Data: LoadAvg: LoadMax: Unit:


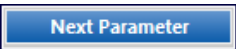
Permit Requirement: Comment:

Concentration




Reporting Data: ConcMin: ConcAvg: ConcMax: Unit:

Permit Requirement: 6.0 9.0 SU

4. Monitoring/Analysis information:

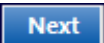
- **Frequency of Analysis:** Select from the drop-down list the actual frequency of analysis for each parameter in the “reported” field in the column marked “Frequency of Analysis”. If “Other” is selected, specify the actual frequency in the “Comment” field directly underneath. Permittees are required, at a minimum, to sample at the frequency indicated in the permit. If a permittee monitors any pollutant specifically addressed by the permit more frequently than the permit requires, the results of this monitoring shall be included in the calculation and reporting of the data submitted in this form.
 - **Sample Type:** Select from the drop-down list the actual type of sample collected in the field marked “Sample Type”. Permittees are required, at a minimum, to sample using the sample type indicated in the permit. If “Other” is selected, specify the actual sample type in the “Comment” field directly underneath.
 - **Excursion No.:** In the text field marked “Excursion No.”, enter the number (integers only) of samples which do not comply with the maximum and/or minimum permit requirements in the “Reporting Data” fields. Do not include monthly average excursions in this column. Include any Maximum 7-Day Average and Maximum Weekly Average violation in this field. Permittees with continuous pH, or temperature monitoring requirements should consult the permit for what constitutes an exceedance and report accordingly. The number of excursions is required to be entered in all cases except when there are no limits for that parameter, or if “NR” is entered.
5. **Navigating among parameters:** The user may either click on the parameter name in the list on the left side of the page, or use the  and  buttons. On the final parameter screen, the Next Parameter button is deactivated. Select Previous Parameter or one of the Save, Exit, or Next buttons at the bottom of the screen.
6. **Bypasses and Overflows:** The user must record the number of bypasses and overflows that occurred at the permitted facility during the reporting period, the total flow in million gallons (MG) and BOD5 in kilograms (KG) in the proper columns.
7. **DEQ Comments:** This is a read-only section that displays information input by the DEQ for the user. [Applicable to Storm Water Industrial General Permit only.]
8. **Outfall- and Form-Specific Comments:** Enter specific comments and explanation in the space provided, where applicable. Where noncompliance of permit requirements is reported, provide a brief explanation in accordance with the permit requirements describing the cause(s) of the noncompliance, the duration of the noncompliance, including the date(s) the noncompliance began or occurred, and corrective actions

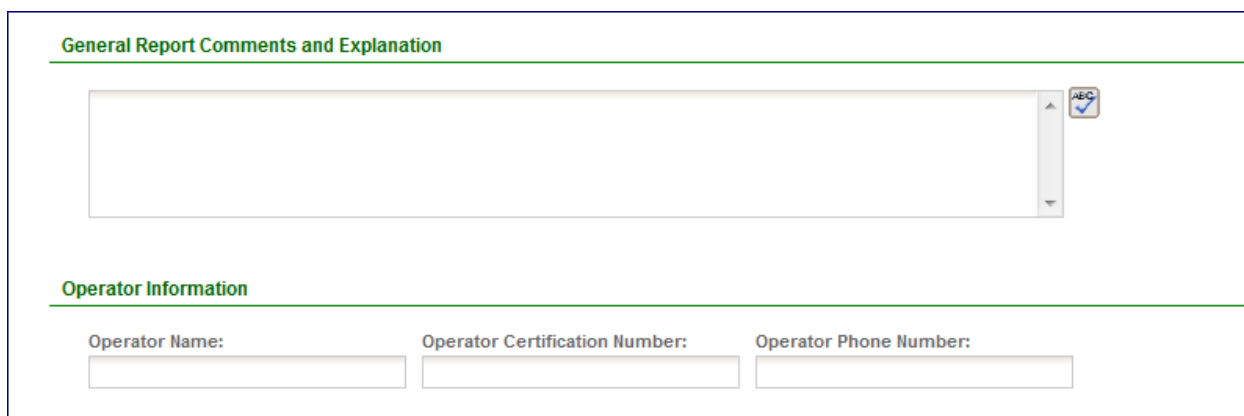
taken and to be taken to address the noncompliance. The foregoing information should be provided for all noncompliance noted in this report.

9. **Exit, Save, or Next:** To leave the DMR form *without saving*, the user may click the  button which is located at the bottom-left corner of every web form. To save the values that have been entered for this DMR at any time, click on the  button; if the user saves the report, closes the web form window, logs out of the system, and returns later, his/her data will still be available just as he/she left it. (Please refer to [Section 3.5: Editing or Deleting an Open Report](#) for more information.) When this page has been appropriately completed, the user may click  to proceed to the next step of the report submission process.

Note: If you leave the DMR entry form without saving your data first, you risk losing any unsaved data that has been entered.

3.2.1.3 [Step 1B: General Report Comments and Explanation](#)

After clicking the  button at the bottom of the page, a General Report Comments and Explanation page will appear:



Enter general report comments and explanation in the space provided, where applicable. General report comments may include an explanation for submitting the report late, extenuating circumstances, et cetera. If there is more than one outfall for a facility and a general comment such as “We were unable to obtain a sample at Outfall 002 due to ...” is entered, the same general comment will appear regardless of which outfall the viewer is navigating to. To change the general report comment at any time, click within the text box and edit as needed.

The operator in responsible charge of the facility should review the completed form and provide the name in the appropriate space on the form. If the facility is required to have a licensed wastewater treatment operator, the operator certification number shall be reported in the space provided.

3.2.1.4 Step 2: Attachment

After completing the form, the user has the option of submitting supplemental files to the DMR report.

Note: Only attach files which document and/or supplement information associated with the DMR (e.g., Monthly Data Summary and/or Operations Log, Laboratory data and information supporting 'flagged' data, DMR transmittal letter or a Written Report for any noncompliance, etc.). Do NOT attach any files or information which may be required by the permit but is not related to the DMR (e.g., new or revised Operations and Maintenance Manual, annual Groundwater Monitoring Report, notification of permit required Compliance Schedule milestone status report, etc.). Contact the eDMR Regional Administrator for instructions about submitting non DMR reports.

Application Attachment

Optional Mail Attachment (Optional) ☐ Online ☒ Mail ☐ Other ☐ N/A

Please mail to:

4949-A Cox Road, Test for eDMR
Glen Allen, VA 23060

Describe Attachment:

Optional Online Attachment (Required) ☒ Online ☐ Mail ☐ Other ☐ N/A

Add File(s)

Describe Attachment:

Exit Save Previous Next

The user has two options for submitting attachments:

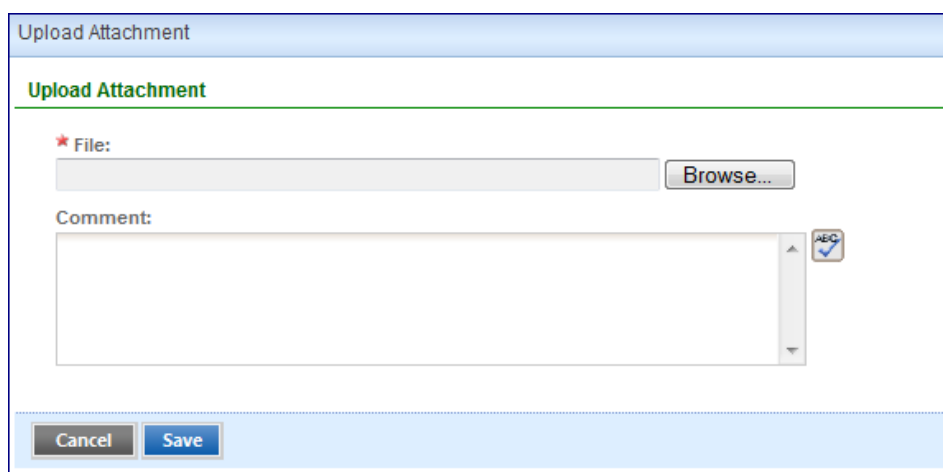
- **Mail Attachment:** If the user does not have an electronic copy of the attachment to submit, or if the file is too large, the user can send in the attachments via mail or email. The user can provide a description of the attachments that will be mailed so DEQ will know the nature of the attachments that will be expected via mail. Attachments are to

be mailed to the appropriate Regional Office. If users intend to mail in the attachment in hard copy form, they may go to the Submit Attachment(s) by Mail section to find the mailing address.

- **Online Attachment:** The user can browse for and upload electronic files to the e-DMR server. [The size of each attachment cannot be any larger than 1.5 MB.](#) Contact eDMR Regional Administrator for alternative for submitting over-sized attachments.

Note: the maximum field length for the attachment name is 100 characters. Do not include apostrophes ("’"), commas (","), forward-slashes (" /"), spaces (" "), or underscores (" _") in the attachment names or else they cannot be opened by the DEQ staff for review.

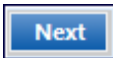

Click on the resulting "Add File(s)" button and the following window will appear:



To locate the file to be attached, use the "Browse..." button. Then provide a brief description of the file in the "Comment" section. Only certain file types are allowed to be uploaded. Currently, they are:


- .pdf
- .txt
- .xml
- .htm
- .zip
- Image - .jpeg, .gif, .jpg, .tif, .tiff, .bmp
- Word - .wpf, .wpd, .doc, .docx
- Excel - .xls, .xlsx
- Access - .mde, .ldb
- Visio - .vsd

3.2.1.5 Step 3: Validation



Once the user clicks the  button, the system automatically performs a validation check to ensure that all mandatory data entry fields have been properly completed. If any part of the report fails the validation check, then the user may click on the "SUMMARY" link provided to go back to [Step 1A: Application](#). The user may also click on the  icon to view a facsimile of the current DMR with current data entered.

Validation (Submission ID: 211)


Review your Report and any Attachment. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.



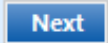
 • Outfall: 001, Substance: CL2, TOTAL: ConcMax must be entered.

Application Form(s) Summary

 **SUMMARY**  (Click icon to view form.)

Attachment(s) Summary

 Attachment


  

If the system deems the report to be properly completed, then the following page is displayed and the user may proceed to the final step.

Validation (Submission ID: 211)

Review your Report and any Attachment. Save any changes you make before returning to this page.
Proceed to Submission by clicking NEXT.

Application Form(s) Summary

✓ SUMMARY  (Click icon to view form.)

Attachment(s) Summary


✓ Attachment

Exit

Previous


Next

3.2.1.6 Step 4: Submission

At this stage, the DMR Certifier must read the certification statement, click the checkbox indicating that he/she has read and understands the certification statement, answer the security questions set in his/her first login, enter his/her PIN, and click the  button to submit the results to DEQ.

Neglecting to enter the correct PIN, check the Certification of Submission checkbox, or answer the security question correctly will prevent the submission from occurring.

The user has three chances to answer the security questions. If the user provides the wrong answers to the security questions three times (within the same session), the user is no longer allowed to submit the data. When the security questions are suspended, an e-mail will be sent to the user and copied to the DEQ e-DMR Administrator. Once the e-DMR Administrator resets the security questions, the user will be notified via e-mail. The following shows how the system responds when the user provides the wrong answers:

 • Security Question does not match.

Certification of Submission

☒ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GovOnline's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Question: what is your best friend's last name?

Answer:

PIN:

If the security question and PIN have passed validation, the DMR will then be sent to the DEQ and the data will be uploaded directly into the DEQ database.

Certification of Submission

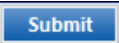
☐ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Precautions

Question: what is the name of the hospital where you were born?

Answer:

PIN:

The user will then be taken to a page that confirms the date and time of receipt of the submission and summarizes the report submitter (name of Certifier who clicked the  button), the name of Certifier *or* Preparer who originally created the report form, and lists associated attachments.


Submission ID: 211	Submitted Date: 4/18/2012 6:18:26 PM
Submitted By:	Prepared by:
admin admin	admin admin
1368 How Lane North Brunswick NJ 08817	1368 How Lane North Brunswick NJ 08817
yangc@esf.enfotech.com	yangc@esf.enfotech.com
Form Detail	
• SUMMARY	
Report Detail	
Facility Name: Emporia WTP	Permit Number: VA0006220
Mailing Address: PO Box 511 , Emporia, VA 23847	Monitoring Period: 01/01/2012 ~ 06/30/2012
Attachment Detail	
Optional Mail Attachment (Optional) -- Mail	
Please mail to: 4949-A Cox Road, Test for eDMR Glen Allen, VA 23060	
Optional Online Attachment (Required) -- Online	
• 11192.txt	
Go to Submitted List	

The “Submission ID” is a confirmation number that will be stored in the e-DMR system and should be recorded by the user for future reference. On this page, the user will also have the option of clicking [Go to Submitted List](#) to be taken directly to the Submitted Report(s) section of the Report Management module. Submission ID, Submitted Date, DMR date and Attachment information are available for any submitted DMR.”

3.2.2 Using the XML File Upload Option

3.2.2.1 Step 1: Downloading and Viewing Reporting Requirements

In the previous section, the template, or blank DMR form, was viewed online using the View Form window. If the user is using the XML File Upload submission option, the user can

download an XML template of the DMR file by going to the Create a New Report screen and clicking on the XML icon  for the corresponding record:

Search for Reporting Requirement





Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

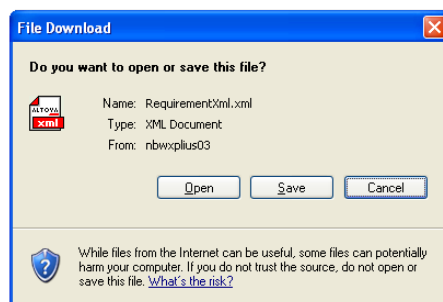
Monitoring Period: ~ Report Due Date: ~

Search Result

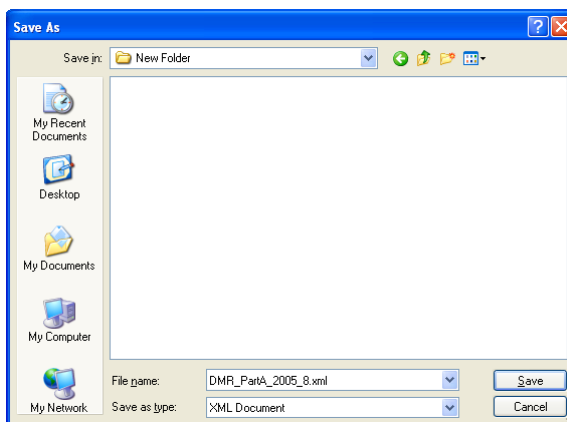
1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Form Type	Report Date	Status	Due Date
				36	VAR050090	Hill Coal Company	Annually	Effluent	01/01/2012 ~ 12/31/2012	New	01/10/2013

This will begin a series of message boxes.




To open the file in a new window without saving, click "Open." However, if the user wishes to download the template DMR XML file, he/she should click "Save," at which point the user will be prompted to supply the location to which he/she would like to save the file.



Navigate to the directory where the file is to be saved. Once the file location and name have been selected, click "Save."

The file that is downloaded is an XML file that contains the reporting requirements for the DMR, but does not contain the DMR results.

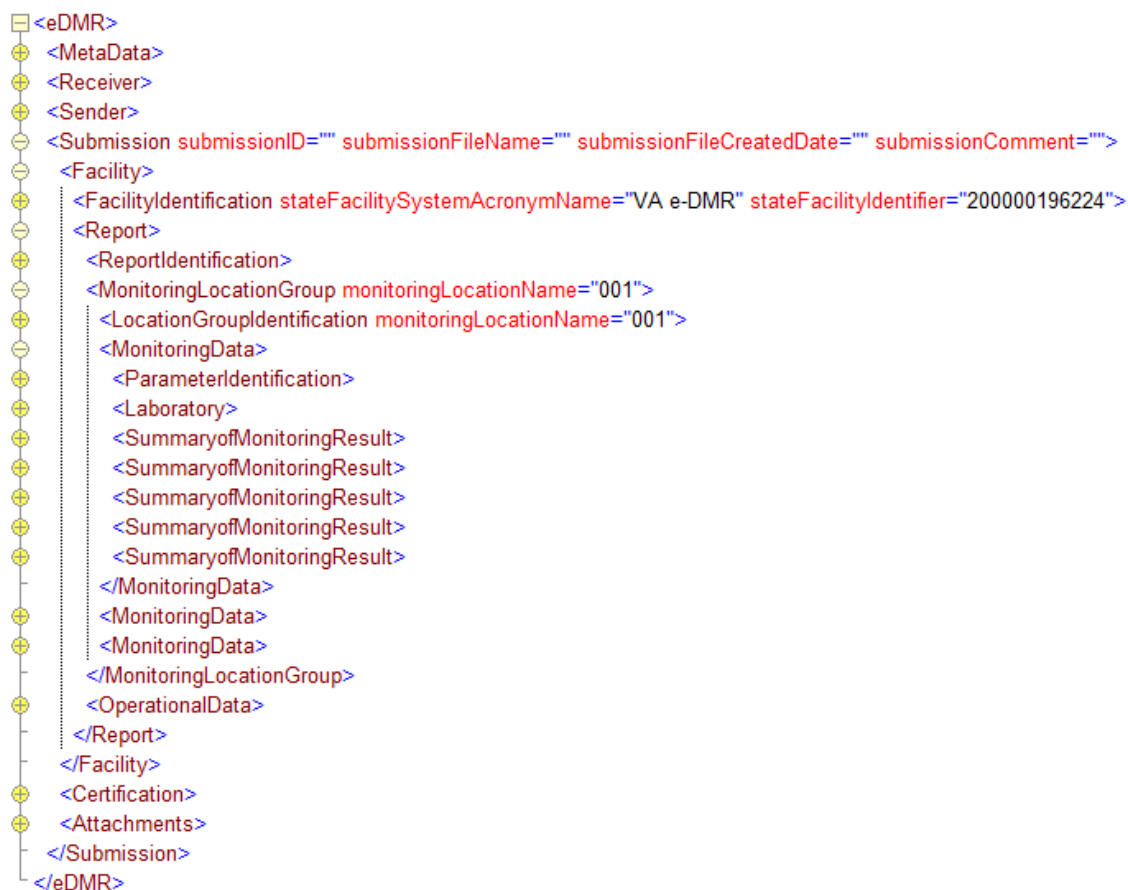
The readable DMR format displayed in the e-DMR system is created by applying a style sheet to the XML that is being downloaded in this section. This type of style sheet is used to display XML, the language adopted to communicate between environmental facilities and agencies, because it is platform-independent.

Clicking on the XML button  or viewing the XML file that is downloaded allows the user to take a peek behind the scenes at the data being displayed.

The following screenshot shows a portion of the XML template file opened using Internet Explorer:

```
<?xml version="1.0"?>
- <eDMR>
  - <MetaData>
    <SchemaIdentification>e-DMR Schema version 1.4</SchemaIdentification>
    <SchemaDescription>e-DMR Work Group Schema version 1.4</SchemaDescription>
    <SchemaPurpose>Electronic Discharge Monitoring Report submissions</SchemaPurpose>
    <SchemaVersion>1</SchemaVersion>
    <SchemaCreateDate>2002-02-28</SchemaCreateDate>
    <SchemaLastUpdateBy>e-DMR XML Schema Work Group</SchemaLastUpdateBy>
    <SchemaLastUpdateDate>2011-08-30</SchemaLastUpdateDate>
    <SchemaContactInformation>leopard.matthew@epa.gov, and Edmr_support@enfotech.com</SchemaContactInformation>
  </MetaData>
  - <Receiver>
    <AgencyName>State of Virginia Department of Environmental Quality</AgencyName>
    <ReceivercontactName/>
    <ReceivercontactTitle/>
    - <ReceiverMailAddress>
      <MailingAddressText/>
      <SupplementalAddressText/>
      <MailingAddressCityName/>
      <MailingAddressStateUSPSCode>VA</MailingAddressStateUSPSCode>
      <MailingAddressStateName>Virginia</MailingAddressStateName>
      <MailingAddressCountryName>United States</MailingAddressCountryName>
      <MailingAddressZIPCode/>
    </ReceiverMailAddress>
  </Receiver>
  - <Sender>
    <SenderName/>
    - <SenderPhoneFaxEmail>
      <TelephoneNumber/>
```

For a clearer picture of the structure of the XML file and how it relates to the standard DMR format, collapse the following data elements, which are shown in red text above and enveloped by < >, by clicking on the (-): MetaData, Receiver, Sender, FacilityIdentification, ReportIdentification, LocationGroupIdentification, Certification, and MonitoringData.



Now that the structure is well defined, the form can be examined piece-by-piece to see exactly where the data presented using the style sheet is, in relationship to the entire XML e-DMR file.

The following image highlights a section of the DMR and assigns a section number to it. The XML is then displayed with the corresponding section number on the following pages.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) DISCHARGE MONITORING REPORT (DMR)				DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE)																																																																																													
PERMITTEE NAME/ADDRESS (INCLUDE FACILITY NAME/LOCATION IF DIFFERENT) <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> NAME: Emporia WTP ADDRESS: PO Box 511 Emporia, VA 23847 FACILITY LOCATION: 1521 Wiggins Rd Emporia, VA 23847 </div>				<div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> VA0006220 001 PERMIT NUMBER DISCHARGE NUMBER MONITORING PERIOD FROM YEAR MO DAY TO YEAR MO DAY 2015 06 01 2015 06 30 </div>				Piedmont Regional Office 4949-A Cox Road Test for eDMR Glen Allen, VA 23060 NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM.																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">REPORTD</th> <th colspan="3">QUANTITY OR LOADING</th> <th colspan="3">QUALITY OR CONCENTRATION</th> <th rowspan="2">NO. EX.</th> <th rowspan="2">FREQUENCY OF ANALYSIS</th> <th rowspan="2">SAMPLE TYPE</th> <th rowspan="2">LAB CODE</th> </tr> <tr> <th>AVERAGE</th> <th>MAXIMUM</th> <th>UNITS</th> <th>MINIMUM</th> <th>AVERAGE</th> <th>MAXIMUM</th> </tr> </thead> <tbody> <tr> <td>FLOW</td> <td>REPORTD</td> <td>*****</td> <td>*****</td> <td></td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARAM CODE: 001</td> <td>REQRMNT</td> <td>NL</td> <td>NL</td> <td>MGD</td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td>1/M</td> <td>EST</td> <td></td> </tr> <tr> <td>PH</td> <td>REPORTD</td> <td>*****</td> <td>*****</td> <td></td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARAM CODE: 002</td> <td>REQRMNT</td> <td>*****</td> <td>*****</td> <td></td> <td>6.0</td> <td>*****</td> <td>9.0</td> <td>SU</td> <td>1/M</td> <td>GRAB</td> <td></td> </tr> <tr> <td>CL2, TOTAL</td> <td>REPORTD</td> <td>*****</td> <td>*****</td> <td></td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARAM CODE: 005</td> <td>REQRMNT</td> <td>*****</td> <td>*****</td> <td></td> <td>*****</td> <td>0.0080</td> <td>0.013</td> <td>MG/L</td> <td>1/M</td> <td>GRAB</td> <td></td> </tr> </tbody> </table>								Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE	AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	FLOW	REPORTD	*****	*****		*****	*****	*****					PARAM CODE: 001	REQRMNT	NL	NL	MGD	*****	*****	*****		1/M	EST		PH	REPORTD	*****	*****		*****	*****	*****					PARAM CODE: 002	REQRMNT	*****	*****		6.0	*****	9.0	SU	1/M	GRAB		CL2, TOTAL	REPORTD	*****	*****		*****	*****	*****					PARAM CODE: 005	REQRMNT	*****	*****		*****	0.0080	0.013	MG/L	1/M	GRAB	
Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION					NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE																																																																																				
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CL2, TOTAL	REPORTD	*****	*****		*****	*****	*****																																																																																										
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BYPASSES AND OVERFLOWS TOTAL OCCURENCES TOTAL FLOW(M.G.) TOTAL BOD5(K.G.)				OPERATOR IN RESPONSIBLE CHARGE TYPED OR PRINTED NAME PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT TELEPHONE CERTIFICATE NUMBER TYPED OR PRINTED NAME SIGNATURE Date																																																																																													


1. Section 1

```

<FacilityIdentification stateFacilitySystemAcronymName="VA e-DMR" stateFacilityIdentifier="200000196224">
  <FacilitySite>
    <FacilitySiteName>Emporia WTP</FacilitySiteName>
    <FacilityDistrictName />
    <FacilityRegistryIdentifier>200000196224</FacilityRegistryIdentifier>
  </FacilitySite>
  <FacilityRegionOffice>
  <LocationAddress>
    <LocationAddressText>1521 Wiggins Rd</LocationAddressText>
    <SupplementalLocationText />
    <LocalityName>Emporia</LocalityName>
    <CountyName />
    <StateName>VA</StateName>
    <CountryName>U.S.A.</CountryName>
    <LocationZIPCode>23847</LocationZIPCode>
    <LocationDescriptionText />
  </LocationAddress>
  <MailingAddress>
    <MailingAddressText>PO Box 511</MailingAddressText>
    <SupplementalAddressText />
    <MailingAddressCityName>Emporia</MailingAddressCityName>
    <MailingAddressStateName>VA</MailingAddressStateName>
    <MailingAddressZIPCode>23847</MailingAddressZIPCode>
  </MailingAddress>
</FacilityIdentification>

```

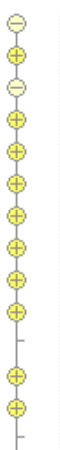
2. Section 2



```

<ReportIdentification>
  <PermitNumber>VA0006220</PermitNumber>
  <StatePermitNumber />
  <PermitteeName />
  <ProgramType>VPDES</ProgramType>
  <PermitType>VPDES</PermitType>
  <FormType>Z</FormType>
  <FacilityLimitType>Final</FacilityLimitType>
  <ReportTransactionID />
  <FormComment />
  <FacilityReportGroup />
  <ReportReferenceID>7178</ReportReferenceID>
  <ReportStartDate>2015-06-01</ReportStartDate>
  <ReportEndDate>2015-06-30</ReportEndDate>
  <ReportFrequency>Monthly</ReportFrequency>
  <GeneralReportComment />
  <DueDate>2015-07-10</DueDate>
  <ReportCreateDate />
  <OriginalOrRevision />
  <AgencyComment />
</ReportIdentification>
  
```

3. Section 3



```

<MonitoringLocationGroup monitoringLocationName="001">
  <LocationGroupIdentification monitoringLocationName="001">
    <MonitoringData>
      <ParameterIdentification>
        <Laboratory>
          <SummaryofMonitoringResult>
            <SummaryofMonitoringResult>
              <SummaryofMonitoringResult>
                <SummaryofMonitoringResult>
                  <SummaryofMonitoringResult>
            </MonitoringData>
          <MonitoringData>
            <MonitoringData>
        </MonitoringLocationGroup>
      
```

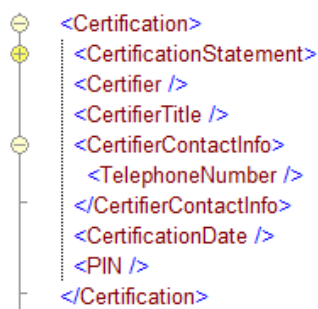
4. Section 4



```

<OperationalData>
  <RepresentativeName />
  <ResponsibilityArea />
  <Title />
  <RepresentativeContactInfo>
    <EmailAddressText />
    <TelephoneNumber />
    <PhoneExtension />
    <FaxNumber />
    <AlternateTelephoneNumber />
  </RepresentativeContactInfo>
  <CertificationCategory />
  <CertificationNumber />
  <OperatorRequiredInd>N</OperatorRequiredInd>
</OperationalData>
  
```

5. Section 5



Please note that the data that is populated in the template XML file and used for the preview can be thought of as the data that is needed to create a blank DMR form, ready to be filled out by the corresponding facility. All data that is in the pre-populated template file has been drawn from the DEQ database to simplify reporting for the facility and to increase accuracy. Since this is the template file, or the blank DMR form, these values will be populated with actual reporting data once the submission XML file has been created by the facility.

3.2.2.2 Step 2: Result Data Population

A variety of commercially available software can be used to populate the XML template file that is downloaded from the e-DMR system. A simple text editor such as Notepad or WordPad can be used, or targeted XML data entry software such as Altova XML Spy. However, DMR facilities that prefer the XML submission option typically make this choice because they can configure their existing DMR tracking software to output or convert their DMR results automatically to the e-DMR XML schema format. If your software can be configured or customized to output XML files automatically in the e-DMR format, then this submission option may be the preferred option.


Regardless of the approach used to populate the XML file, the following elements in the XML file will need to be populated prior to submitting the file:

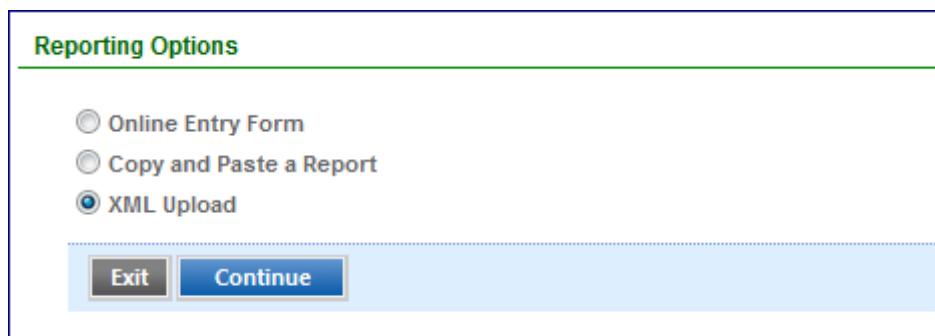
Field	Description	XML Path
ReportStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportStartDate>
ReportEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportEndDate>
SubmissionFileCreatedDate	The date on which the XML file has been created.	<Submission>
DueDate	The date on which the DMR	<Submission>

	is due.	<Facility> <Report> <ReportIdentification> <DueDate>
ReportCreateDate	The date on which the XML file has been created.	<Submission> <Facility> <Report> <ReportIdentification> <ReportCreateDate>
MonitoringStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringStartDate>
MonitoringEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringEndDate>
CertificationDate	The date on which the file is being uploaded to the state (i.e. certified for accuracy and completeness)	<Submission> <Certification> <CertificationDate>
NoDischargeIndicator	Indicates whether there was no discharge at the outfall during the monitoring period. (Specify Y if there was no discharge; N if there was a discharge.)	<Submission> <Facility> <Report> <MonitoringLocationGroup> <LocationGroupIdentification> <NoDischargeIndicator>
MeasurementValue	Used to provide the value for the concentration minimum, concentration maximum, concentration average, loading maximum, or loading average result.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MeasurementValue>
QCExceedance	Indicates the number of excursions for a particular parameter.	<Submission> <Facility> <Report> <MonitoringLocationGroup>


	<p>Note: This field is required in all cases except when there are no limits for that parameter.</p> <p>Only the 1st instance of the 5 blocks of SummaryofMonitoringResult need to be filled in; it is the 1st instance that is used by the e-DMR system.</p>	<MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <QCExceedance>
ActualSampleFrequency	Indicates the actual sample frequency for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <ActualSampleFrequency>
ActualSampleType	Indicates the actual sample type for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <ActualSampleType>
RepresentativeName	This field is used to supply the operator in responsible charge. This data element is only required if the facility is required to report operator information.	<Submission> <Facility> <Report> <OperationalData> <RepresentativeName>
CertificationNumber	This field is used to supply the Operator Certification number. This data element is only required if the facility is required to report operator information.	<Submission> <Facility> <Report> <OperationalData> <CertificationNumber>

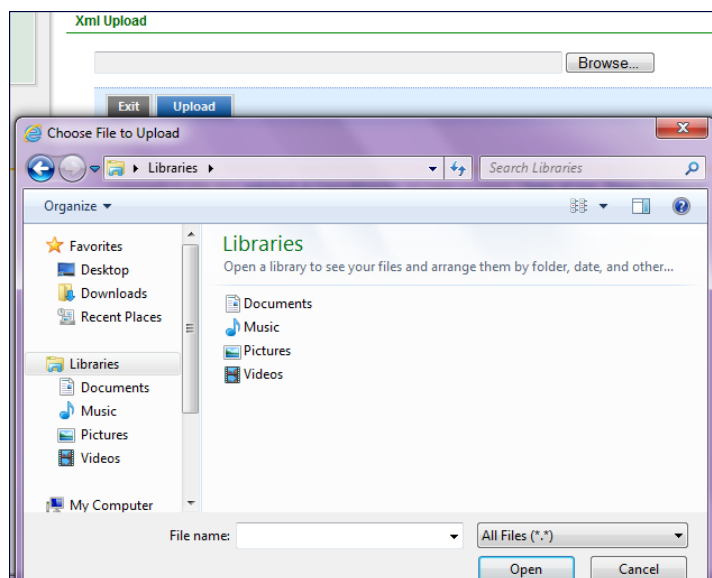
3.2.2.3 [Step 3: Upload](#)

Once an XML file has been generated and saved locally, the file can be submitted to the e-DMR System. Submitted files can be viewed by regulatory agencies and accessed for future reference. To submit the XML file, click on the Online Entry icon  for the corresponding record, which will bring up the following page:




The "Reporting Options" dialog box contains three radio buttons: "Online Entry Form", "Copy and Paste a Report", and "XML Upload". The "XML Upload" option is selected. At the bottom, there are two buttons: "Exit" and "Continue".

Select the "XML Upload" radio button and click .

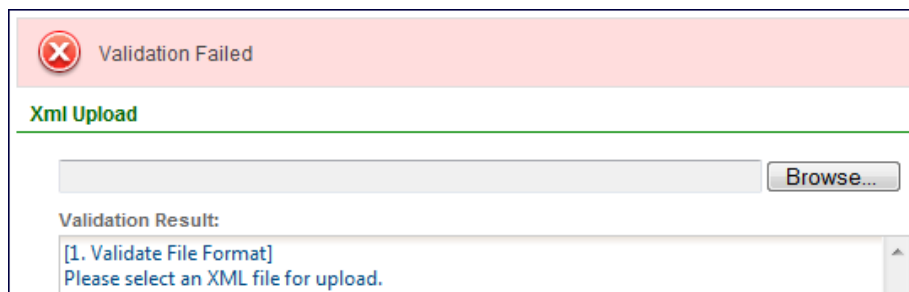


To select the XML file, click on the "Browse" button. This will bring up the Choose File message box. Browse through the local file directory, and select the file to be uploaded.

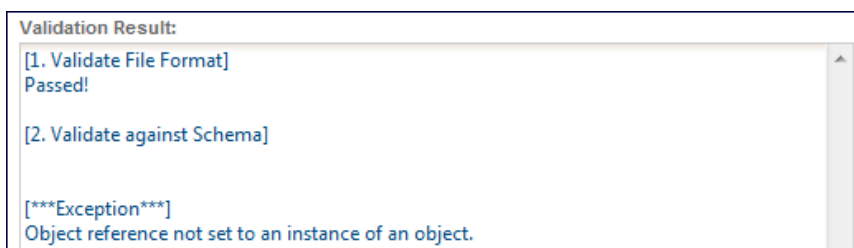
Note that the file selected must be a valid XML file. If the file does not have an .xml extension, an error will occur. Also, the file must be an e-DMR schema instance document that must comply with the national e-DMR XML schema file format. A copy of this file format and specifications can be found at the EPA/State Exchange Network website at <http://www.exchangenetwork.net>. The file must comply with the naming conventions of the data elements, order of the data elements, and data element data type definitions.

Once the file has been selected, click the  button. The system will run a validation check and display an error if there is something wrong with the file. Listed below are the most common errors:

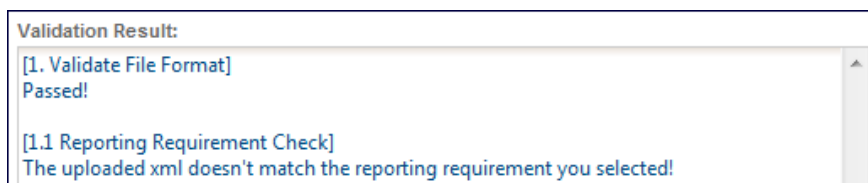
1. The file is not in XML format – for example, the submission file is in Word format:



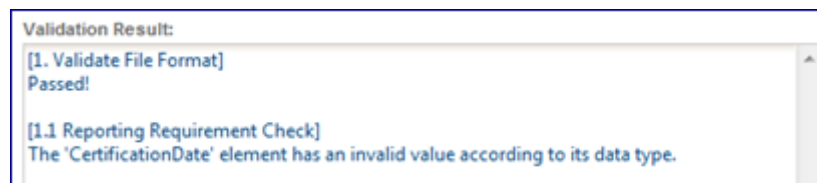
2. The file is in valid format, but it is not well defined:



3. The file is in a valid format, but not the correct e-DMR type. For example, if the XML file for the wrong report is submitted, then the error message will be:



4. The file is in valid format and correct type, but with some errors, in which case the detailed error messages will be displayed. For example, in the submission XML file, an invalid date was input. The following error message will be generated:



Other potential error messages:

Error Message	Potential Cause
No reporting requirement can be found in E2 associated with this XML file.	E2 is not expecting a DMR with the specified start date and end date for this facility. This error is usually encountered when the ReportStartDate and ReportEndDate elements are not specified.
The "<" character cannot be included in the name...	This is usually caused by not having the XML file conform to the XML schema, either by having an extra "<" or ">" or omitting an "<" or ">"
The 'date' element is invalid – The value " is invalid according to its datatype.	XML requires that all date fields be supplied. This error message indicates that some date field in the XML file has not been filled in.
{elementName} is required	A required field in the XML file (from the table above) was not specified.

The user can correct the errors, and resubmit the file. If the test is successful, the page will indicate that the submission has passed validation.

3.2.2.4 Step 4: Attachment

This step is identical to the Attachment step for the online data entry method. For further details, please refer to [Section 3.2.1.4: Attachment](#).

3.2.2.5 Step 5: Validation

This step is identical to the Validation step for the online data entry method. For further details, please refer to [Section 3.2.1.5: Validation](#).


3.2.2.6 Step 6: Submission

This step is identical to the Submission step for the online data entry method. For further details, please refer to [Section 3.2.1.6: Submission](#).

3.2.3 Using the Excel Copy-and-Paste Feature

In many cases, a facility may store its DMR data electronically in a common spreadsheet software application, such as Microsoft Excel. To blend the simplicity of the web form with the ease-of-use of commonly used spreadsheet programs, there is a copy-and-paste feature available on the DMR web form.

3.2.3.1 Step 1: Downloading Reporting Requirements

To download a DMR template file in Excel file format, return to the Create a New Report screen and click on the Excel icon  for the corresponding record:

Search for Reporting Requirement





Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

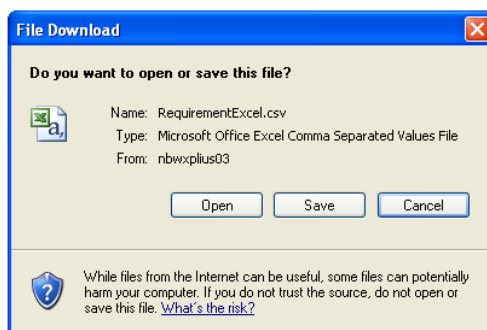
Monitoring Period: ~ Report Due Date: ~

Search Result

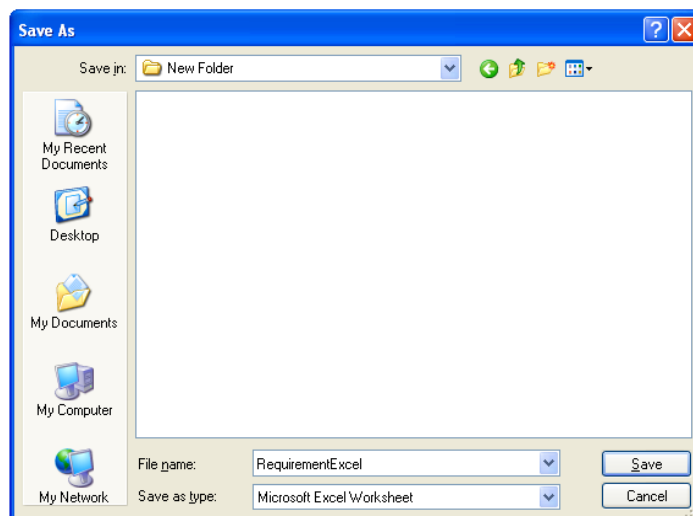
1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Form Type	Report Date	Status	Due Date
				36	VAR050090	Hill Coal Company	Annually	Effluent	01/01/2012 ~ 12/31/2012	New	01/10/2013

This will begin a series of message boxes.



To open the file in a new window without saving, click "Open." Alternately, the user should click "Cancel" if he or she does not wish to save or open the file. However, if the user wishes to download the template DMR Excel file, he/she should click "Save," at which point the user will be prompted to respond with the location he/she wishes to save the file in.




The template DMR Excel file is a Comma Separated Value (CSV) file that can be read by Microsoft Excel and other spreadsheet programs. This file contains a listing of the parameters on the left-hand side and the heading of the columns of the DMR form across the top. The facility user can then begin using this Excel spreadsheet to enter in DMR results.


3.2.3.2 [Step 2: Filling out the DMR Form](#)

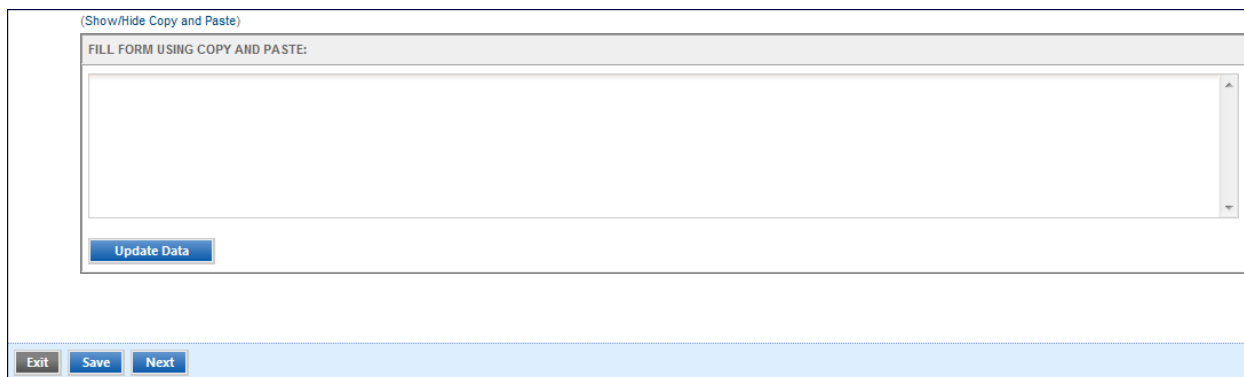
The CSV file that is downloaded from the e-DMR system can be opened by Excel and most other spreadsheet programs. Once this file is opened, it can be edited in any way as seen fit by the facility, but the **order of the columns should not be modified**. This is because, in Step 3, the data will be copied from the Excel file and pasted back into the e-DMR system web form, which will expect the data in the same order in which it was downloaded.

3.2.3.3 [Step 3A: Result Data Population](#)

Once the facility user is finished filling out the Excel spreadsheet, he/she can return to the e-DMR system and go to the Create a New Report screen to submit the report. To access the DMR web form, click on the Online Entry icon  for the corresponding record, which will bring up the following page:

A screenshot of a web form titled 'Reporting Options'. It has three radio buttons: 'Online Entry Form', 'Copy and Paste a Report' (which is selected), and 'XML Upload'. At the bottom are 'Exit' and 'Continue' buttons.

Select the "Copy and Paste a Report" option and click  to open the following page:

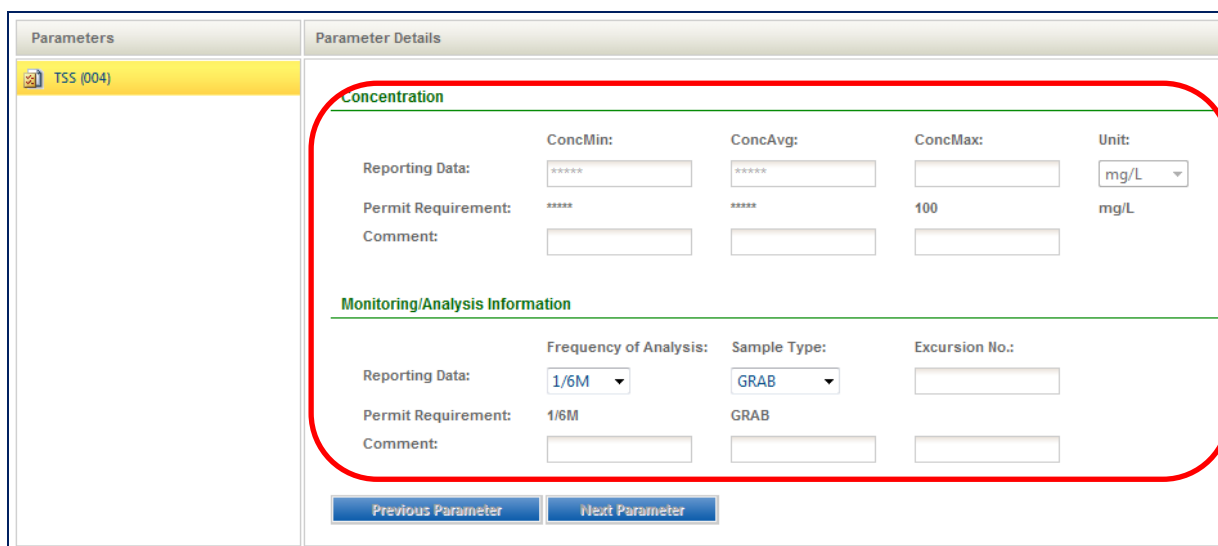


The screenshot shows a web form titled "(Show/Hide Copy and Paste)" with a sub-header "FILL FORM USING COPY AND PASTE:". Below the header is a large, empty text area for pasting data. At the bottom left of the text area is a blue "Update Data" button. At the bottom of the form are three buttons: "Exit", "Save", and "Next".

This is the same as the Online Entry page, but the user is brought to a textbox at the bottom for copying in data. Copying and pasting data allows for standardization of data, reducing the degree of error that may occur by retyping the data. To use the copy and paste conversion tool, there are a couple rules that must be followed:

1. The order of the parameters in each row and the order of columns of the locally saved spreadsheet must be in the same order as those on the DMR Data web form.
2. Only the body of the DMR form may be copied (e.g., the area where data/values have been entered). This does not include the parameter row headings, columns headings, operator information section, or comments section. operator information and comments sections information must be entered manually.

Looking first at rule #1, examine the web form parameters and pay special attention to their order as listed across the page. The following figure outlines this area:



The screenshot shows the "Parameter Details" web form for "TSS (004)". The form is divided into two main sections: "Concentration" and "Monitoring/Analysis Information". The "Concentration" section includes fields for "Reporting Data:", "Permit Requirement:", "Comment:", "ConcMin:", "ConcAvg:", "ConcMax:", and "Unit:". The "Monitoring/Analysis Information" section includes fields for "Reporting Data:", "Permit Requirement:", "Comment:", "Frequency of Analysis:", "Sample Type:", and "Excursion No.:". The "Concentration" section is highlighted with a red rounded rectangle. At the bottom of the form are two buttons: "Previous Parameter" and "Next Parameter".

Next, open the spreadsheet software that stores the DMR data. Verify that the parameters listed are the same as those on the web form, and that the order matches exactly (which will be true by default). This may take some time to set up, but it need only be done once. Multiple templates may be required for DMRs of different outfalls, seasonal parameters or different monitoring periods). The following image illustrates this:

	A	B	C	D	E	F	G	H	I
1	Outfall Name:"001"								
2		Quantity or Loading - Average	Quantity or Loading - Maximum	Quality or Concentration - Minimum	Quality or Concentration - Average	Quality or Concentration - Maximum	Frequency of Analysis	Sample Type	No. Ex.
3	FLOW:"001"	40	25.5	*****	*****	*****	CONT	TIRE	2
4	PH:"002"			6.2			7.9 1/DAY	GRAB	3
5	TSS:"004"	915	1305	*****		6	8 1/DAY	24HC	2
6	DO:"007"	*****	*****		6.23	*****	1/DAY	GRAB	3
7									

In this case, the parameters are identical and in the same order, and the column order is the same across the top of the spreadsheet. Note that only the data itself is selected; make sure that the parameters, column headers, or extra columns to the right are *not* selected and copied.

Back in the e-DMR system, paste the report inside of the text box beneath the Copy and Paste box.

(Show/Hide Copy and Paste)

FILL FORM USING COPY AND PASTE:

40	25.5	*****	*****	*****	CONT	TIRE	2
		6.2		7.9	1/DAY	GRAB	3
915	1305	*****	6	8	1/DAY	24HC	2
*****	*****	6.23	*****	*****	1/DAY	GRAB	3

This will paste the tab delimited data that had been copied from the locally saved spreadsheet.

Click to view the results in the Online Entry form:

Concentration				
Reporting Data:	Conc1: *****	Conc2: *****	Conc3: *****	Unit: MG/L ▼
Permit Requirement:	*****	*****	100	MG/L
Comment:				

Monitoring/Analysis Information			
Reporting Data:	Frequency of Analysis: 1/6M ▼	Sample Type: GRAB ▼	Excursion No.: 1
Permit Requirement:	1/6M	GRAB	
Comment:			

Note: If the permit contains multiple outfalls, only one outfall can be pasted at a time. Use the “Outfall” drop-down menu to change outfalls and be able to paste in the data for each one, until all outfalls are populated.

Complete the DMR web form by filling in the other fields that could not be pasted, such as bypass and overflows and comments. For detailed instructions on filling out the online entry form, please refer to [Section 3.2.1.2: Application](#).

3.2.3.4 Step 3B: General Report Comments and Explanation

This step is identical to the General Report Comments and Explanation step for the online data entry method. For further details, please refer to [Section 3.2.1.3: General Report Comments and Explanation](#).

3.2.3.5 Step 4: Attachment

This step is identical to the Attachment step for the online data entry method. For further details, please refer to [Section 3.2.1.4: Attachment](#).


3.2.3.6 Step 5: Validation

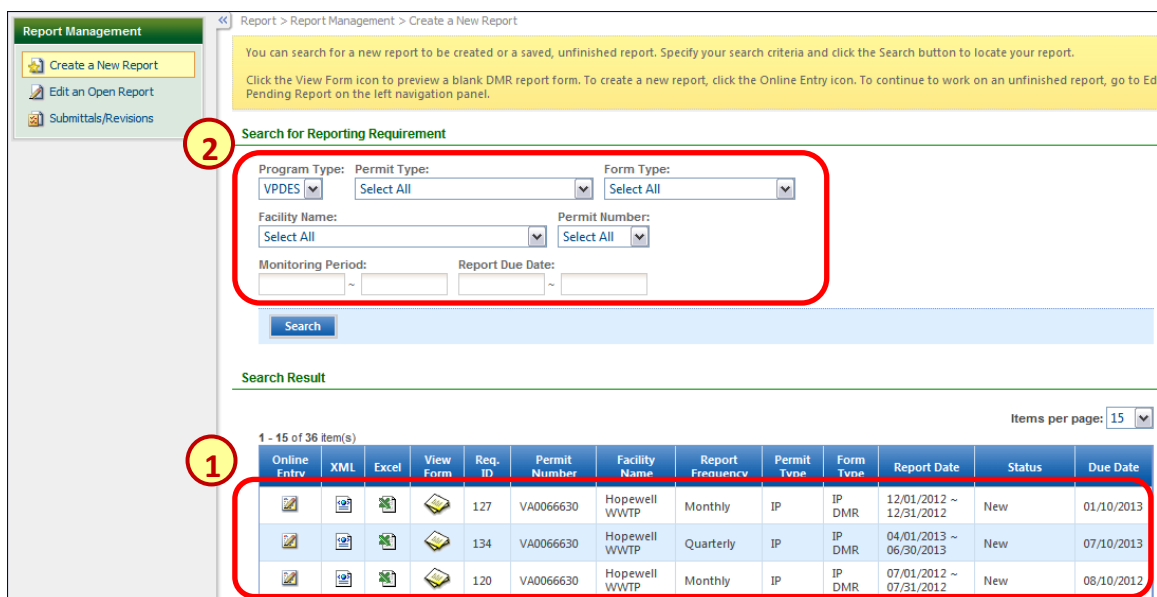
This step is identical to the Validation step for the online data entry method. For further details, please refer to [Section 3.2.1.5: Validation](#).

3.2.3.7 Step 6: Submission

This step is identical to the Submission step for the online data entry method. For further details, please refer to [Section 3.2.1.6: Submission](#).

3.3 Creating a New Storm Water Industrial (SWI) General Permit Report

To begin filling out a report using any of the three options above, the user will want to first click on the  [Create a New Report](#) link in the functional area to the left, which will bring up the Create a New Report screen, as shown below:



Search for Reporting Requirement

You can search for a new report to be created or a saved, unfinished report. Specify your search criteria and click the Search button to locate your report.

Click the View Form icon to preview a blank DMR report form. To create a new report, click the Online Entry icon. To continue to work on an unfinished report, go to Edit Pending Report on the left navigation panel.

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:


Monitoring Period: ~ Report Due Date: ~

Search Result

1 - 15 of 36 item(s) Items per page:

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Report Date	Status	Due Date
				127	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	12/01/2012 ~ 12/31/2012	New	01/10/2013
				134	VA0066630	Hopewell WWTP	Quarterly	IP	IP DMR	04/01/2013 ~ 06/30/2013	New	07/10/2013
				120	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	07/01/2012 ~ 07/31/2012	New	08/10/2012

1. By default, this screen will display all DMRs that are due for all facilities at which the user has any kind of role (Certifier/Preparer/Viewer). One row will be displayed for each DMR that must be submitted.
2. To accommodate the possibility that a user may be submitting DMR results for more than one facility, the system allows a user to be associated with multiple facilities.² The user can select the registered facility on the drop-down pick list to filter out the DMR reports for that facility. Only those facilities that the user is associated with, whether as a Certifier, Preparer, or Viewer, will be displayed in the drop-down. The user may also choose to filter the DMRs by permit type, form type (i.e., SWI GP permit type only), monitoring date, report due date, and permit number.

After the filtering criteria are entered, the user can click the  button to filter the results.

² Example: an entity or contractor operating and reporting for multiple individual permitted facilities can have appropriately designated users associated with these multiple individual permitted facilities using their existing User name and password.

Search for Reporting Requirement

Program Type: Permit Type: Form Type:

VPDES Storm Water Industrial General Permit Select All

Facility Name: Permit Number:

















General Shale Products - Plant 6 and 28 VAR050089

Monitoring Period: ~ Report Due Date: ~

01/01/2012 ~ 01/01/2014

Search Result

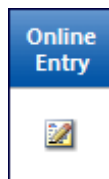
1 - 4 of 4 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				6640	VAR050089	General Shale Products - Plant 6 and 28	Annually	SWI GP	Effluent	01/01/2012 ~ 12/31/2012	Open Report	01/10/2013
				6641	VAR050089	General Shale Products - Plant 6 and 28	Annually	SWI GP	Benchmark	01/01/2013 ~ 12/31/2013	New	01/10/2014
				6639	VAR050089	General Shale Products - Plant 6 and 28	Annually	SWI GP	Benchmark	01/01/2012 ~ 12/31/2012	New	01/10/2013
				6642	VAR050089	General Shale Products - Plant 6 and 28	Annually	SWI GP	Effluent	01/01/2013 ~ 12/31/2013	New	01/10/2014

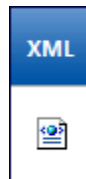
To display all results, simply remove all criteria and click “Search” again.

Each row in the table represents a DMR that must be submitted. In addition to general information about each DMR (such as the Facility for which it applies, the reporting frequency, and reporting period), four reporting function tasks can be performed for each search result.

- Enter data through the Online Entry form (used for the online data entry submission method)



- Download a template XML file by clicking on the XML icon (used for the XML file submission method)



- Download a template Excel file by clicking on the Excel icon (used for the Excel copy-and-paste submission method)




- Preview a reporting requirement by clicking on the View Form icon. This is similar to viewing a blank DMR form that displays the reporting requirements and limits, but it does not yet display the DMR results.



The following sections describe the procedure to submit DMRs using each of the three available submission options.

3.3.1 Using the Online Data Entry Feature

To begin to submit a report using the online data entry feature, click on the  **Create a New Report** icon in the Report Management functional area to the left, which will bring up the Create a New Report screen, as shown here:

Report Management > Report > Report Management > Create a New Report

You can search for a new report to be created or a saved, unfinished report. Specify your search criteria and click the Search button to locate your report.

Click the View Form icon to preview a blank DMR report form. To create a new report, click the Online Entry icon. To continue to work on an unfinished report, go to Edit Pending Report on the left navigation panel.

Search for Reporting Requirement

Program Type: VPDES Permit Type: Select All Form Type: Select All

Facility Name: Select All Permit Number: Select All

Monitoring Period: Report Due Date:

Search Result

1 - 15 of 181 item(s) Items per page: 15


Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				6796	VAR050179	CEI - Roanoke	Annually	SWI GP	Benchmark	01/01/2012 ~ 12/31/2012	Open Report	01/10/2013
				6729	VAR051245	KIK Virginia Incorporated	Semi-Annually	SWI GP	TMDL	01/01/2014 ~ 06/30/2014	New	07/10/2014





In this case of filling in SWI reports, we want to filter the results by Permit Type corresponding to “Storm Water Industrial General Permit”. If desired, the user can further filter the results by selecting a facility and permit number via the drop-down menus.

Program Type:	Permit Type:	Form Type:
VPDES	Storm Water Industrial General Permit	SWI GP-Benchmark DMR
Facility Name:	Permit Number:	
General Shale Products - Plant 6 and 28	Select All	
Monitoring Period:	Report Due Date:	
<input type="text"/> ~ <input type="text"/>	<input type="text"/> ~ <input type="text"/>	
<input type="button" value="Search"/>		

Now that the facility and permit are selected, multiple reporting frequencies may be present for the same facility, such as Monthly, or Semi-Annually, depending on the reporting requirements for the facility.

3.3.1.1 Viewing Reporting Requirements (Optional)

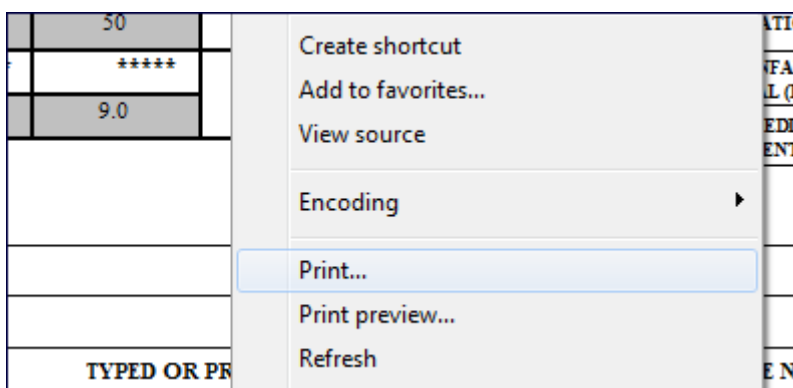
Before a DMR file (record) is generated, a user may wish to preview and print out the reporting requirements (for reference). To preview or print a DMR, click on the View Form icon  for the corresponding record.

Search for Reporting Requirement												
Program Type:	Permit Type:	Form Type:										
VPDES	Storm Water Industrial General Permit	Select All										
Facility Name:	Permit Number:											
General Shale Products - Plant 6 and 28	Select All											
Monitoring Period:	Report Due Date:											
01/01/2012 ~ 01/30/2014												
<input type="button" value="Search"/>												
Search Result												
1 - 4 of 4 item(s)										Items per page: 15		
Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				6641	VAR050089	General Shale Products - Plant 6 and 28	Annually	SWI GP	Benchmark	01/01/2013 ~ 12/31/2013	New	01/10/2014


This will bring up the following pop-up browser that displays the DMR in a format that is very similar to the paper form:

TYPE: SWI GP Benchmark Monitoring	COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM (VPDES) DISCHARGE MONITORING REPORT (DMR) <small>NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM.</small>	DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE) Southwest Regional Office 355 Deadmore Street PO Box 1688 Abingdon, VA 24212																																														
FACILITY NAME: General Shale Products - Plant 6 and 28 ADDRESS: 7164 Lee Hwy Atkins, VA 24311 FACILITY: 7164 Lee Hwy LOCATION: Atkins, VA 24311	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">VAR050089</td> <td style="width: 50%;">002</td> </tr> <tr> <td>PERMIT NUMBER</td> <td>OUTFALL NUMBER</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="6">MONITORING PERIOD</th> </tr> <tr> <th>YEAR</th> <th>MO</th> <th>DAY</th> <th>YEAR</th> <th>MO</th> <th>DAY</th> </tr> <tr> <td>2012</td> <td>01</td> <td>01</td> <td>2013</td> <td>12</td> <td>31</td> </tr> </table>	VAR050089	002	PERMIT NUMBER	OUTFALL NUMBER	MONITORING PERIOD						YEAR	MO	DAY	YEAR	MO	DAY	2012	01	01	2013	12	31	<input type="checkbox"/> No Discharge <input type="checkbox"/> Adverse Weather Conditions <input type="checkbox"/> Representative Outfall <input type="checkbox"/> Substantially Identical Outfall																								
VAR050089	002																																															
PERMIT NUMBER	OUTFALL NUMBER																																															
MONITORING PERIOD																																																
YEAR	MO	DAY	YEAR	MO	DAY																																											
2012	01	01	2013	12	31																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">REPORTD</th> <th colspan="3">QUALITY OR CONCENTRATION</th> <th rowspan="2">UNITS</th> <th rowspan="2">NO. EX.</th> <th rowspan="2">FREQUENCY OF ANALYSIS</th> <th rowspan="2">SAMPLE TYPE</th> </tr> <tr> <th>MINIMUM</th> <th>AVERAGE</th> <th>MAXIMUM</th> </tr> </thead> <tbody> <tr> <td>ALUMINUM, TOTAL RECOVERABLE</td> <td>REPORTD</td> <td>*****</td> <td>*****</td> <td>*****</td> <td rowspan="2">UG/L</td> <td rowspan="2">1/YR</td> <td rowspan="2">GRAB</td> </tr> <tr> <td>PARAM CODE: 410</td> <td>REQRMNT</td> <td>*****</td> <td>*****</td> <td>750</td> </tr> </tbody> </table>			Parameter	REPORTD	QUALITY OR CONCENTRATION			UNITS	NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	MINIMUM	AVERAGE	MAXIMUM	ALUMINUM, TOTAL RECOVERABLE	REPORTD	*****	*****	*****	UG/L	1/YR	GRAB	PARAM CODE: 410	REQRMNT	*****	*****	750	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4">STORM EVENT INFORMATION</th> </tr> <tr> <th>DATE</th> <th>YR</th> <th>MO</th> <th>DAY</th> </tr> </thead> <tbody> <tr> <td>DURATION</td> <td>HRS</td> <td colspan="2">MINS</td> </tr> <tr> <td>RAINFALL TOTAL (IN)</td> <td colspan="3"></td> </tr> <tr> <td>PRECEDING EVENT</td> <td>DAYS</td> <td colspan="2">HRS</td> </tr> </tbody> </table>	STORM EVENT INFORMATION				DATE	YR	MO	DAY	DURATION	HRS	MINS		RAINFALL TOTAL (IN)				PRECEDING EVENT	DAYS	HRS	
Parameter	REPORTD	QUALITY OR CONCENTRATION			UNITS	NO. EX.	FREQUENCY OF ANALYSIS					SAMPLE TYPE																																				
		MINIMUM	AVERAGE	MAXIMUM																																												
ALUMINUM, TOTAL RECOVERABLE	REPORTD	*****	*****	*****	UG/L	1/YR	GRAB																																									
PARAM CODE: 410	REQRMNT	*****	*****	750																																												
STORM EVENT INFORMATION																																																
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DURATION	HRS	MINS																																														
RAINFALL TOTAL (IN)																																																
PRECEDING EVENT	DAYS	HRS																																														
<small>VA DEQ COMMENTS: 002 GENERAL PERMIT REQUIREMENTS OR COMMENTS: OUTFALL-SPECIFIC COMMENTS: PARAMETER-SPECIFIC COMMENTS:</small>			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT</th> </tr> <tr> <th>TYPED OR PRINTED NAME</th> <th>SIGNATURE</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="height: 40px;"></td> </tr> </tbody> </table>	PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT			TYPED OR PRINTED NAME	SIGNATURE	Date																																							
PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT																																																
TYPED OR PRINTED NAME	SIGNATURE	Date																																														

The form at this point is considered a template, since the permit limits and parameters are listed without actual measured values. To print this template, right-click within the pop-up window and select Print, as shown below:



3.3.1.2 Step 1: Application

To begin filling out the DMR using the online web form, return to the Create a New Report screen by clicking on the Create a New Report icon in the Report Management functional area to the left. Select the desired facility and permit number using the drop-down menus, and click on the Online Entry icon  for the corresponding report frequency and monitoring period.

Search for Reporting Requirement

Program Type: **VPDES** Permit Type: **Storm Water Industrial General Permit** Form Type: **Select All**





Facility Name: **General Shale Products - Plant 6 and 28** Permit Number: **Select All**

Monitoring Period: ~ ~ Report Due Date: ~ ~

Search

Search Result

1 - 4 of 4 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				6641	VAR050089	General Shale Products - Plant 6 and 28	Annually	SWI GP	Benchmark	01/01/2013 ~ 12/31/2013	New	01/10/2014

This will initiate the Report Wizard:

Report > Report Management > Create New Report Option

You can select to edit an online entry form or ...

Reporting Options

☒ Online Entry Form
☐ Copy and Paste a Report
☐ XML Upload

Exit **Continue**

Start the report by choosing a reporting option. To proceed to the online entry form, click "Continue," which will bring up the online form.

The upgrade to the current eDMR application includes a new module for the Storm Water Industrial General Permit. Please use the following diagram for identifying sections and for entering in DMR results for this report type:

The screenshot displays the 'Storm Water Information' web form. At the top, a header section contains facility and permit details. Below this, a 'Parameters' tab is active, showing a list of parameters. The 'ZINC, TOTAL RECOVERABLE (196)' parameter is selected, and its details are shown in a table. The 'Concentration' section includes fields for Reporting Data, Permit Requirement, and Comment. The 'Monitoring/Analysis Information' section includes fields for Frequency of Analysis, Sample Type, and Excursion No. At the bottom, there are sections for 'DEQ Comments' and 'Outfall and Form-Specific Comments'. The form is annotated with numbered callouts: 1 points to the 'Outfall' drop-down menu; 2 points to the 'Concentration' section; 3 points to the 'Reporting Data' field; 4 points to the 'Frequency of Analysis' field; 5 points to the 'DEQ Comments' section; 6 points to the 'Outfall and Form-Specific Comments' section; 7 points to the 'Save' button; 8 points to the 'Representative' checkbox; and 9 points to the 'Storm Event Information' tab.

The Online Entry or “web” form is pre-populated with the facility and permit information, report identification, parameter list, and permit limit values. Text fields, checkboxes, and drop-down menus indicate to the user those areas that he/she is expected to fill in.

1. **Navigating among outfalls (i.e. monitoring locations):** One facility may be required to submit a DMRs for multiple outfalls. In order to fill out the DMR form completely for each outfall, use the Outfall drop-down at the top-right corner of the web form.
2. **Concentration section:** Enter the minimum and maximum data in the fields in the “Reporting Data” row. Be sure to enter an appropriate data value in accordance with the units listed; additional data conversion may be necessary to translate data from a lab report to match the units specified in eDMR. The eDMR units displayed are a protected field that can’t be changed.

As indicated at the bottom of the page (under the “Show/Hide Permissive Value” link), the “Reporting Data” text fields in the concentration section will accept only the following predefined values:

- Numbers
- “X”: No sample results
- “NR”: Not required
- “<QL”: Below quantification level (no space between “<” and “QL”)
- “>”: Greater than (along with a numeric value)
- “<”: Less than (along with a numeric value)

(Show/Hide Permissive Value)

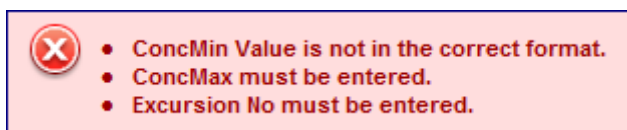
1 - 5 of 5 item(s)


Permissive Value	Description
>	Greater than [insert value] results
<	Less than [insert value] results
NR	Not Required
X	No Sample Results
<QL	Below Quantification Level


Apostrophes (“’”), commas (“,”), forward-slashes (“/”), and underscores (“_”) are *not* permitted in the online data entry form. The “>Greater than [insert result]” value and “<Less than [insert result]” value symbols can be used to report qualified data.

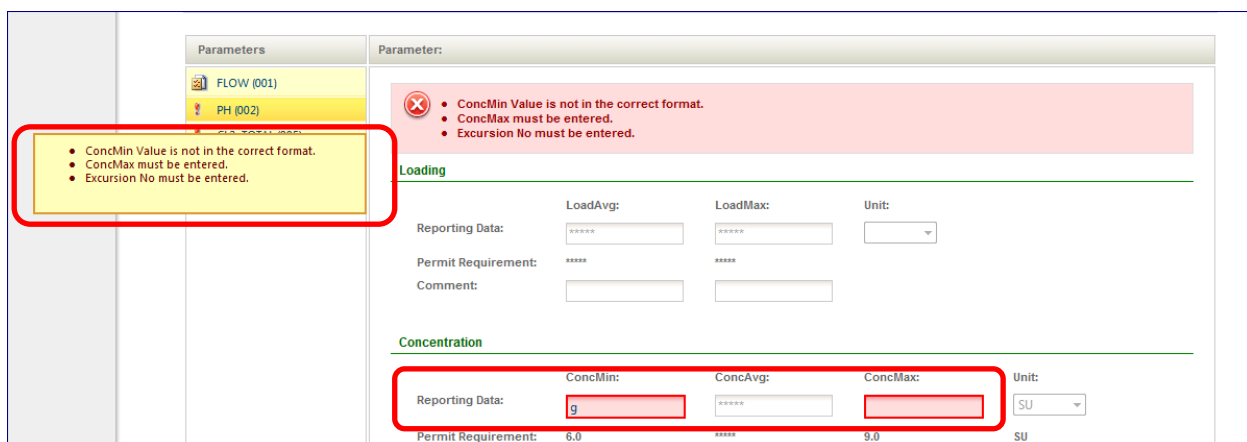
Note: There are “Comment” sections below each “Permit Requirement” where a parameter-specific comment/explanation can be entered. Any ‘Comment’ entered will be associated with the specific parameter and related DMR data entry. [This is not to be confused with the “Outfall and Form Specific Comments” section mentioned further down in this Users Guide document.]

E2 V3 offers immediate data validation that indicates to the user upon opening the form which fields are required to be filled. The validation check also runs whenever the user switches to a different parameter or outfall on the report.




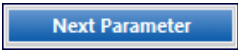
If any of the required eDMR entry fields are left blank or do not comply with eDMR data entry format when the user navigates to a different parameter, the  icon will appear next to the parameter name in the list to the left. The user can view specific

information on the validation issue by letting his/her mouse cursor hover over the parameter's icon .






3. Monitoring/Analysis information:

- **Frequency of Analysis:** Select from the drop-down list the actual frequency of analysis for each parameter in the “reported” field in the column marked “Frequency of Analysis”. If “Other” is selected, specify the actual frequency in the “Comment” field directly underneath. Permittees are required, at a minimum, to sample at the frequency indicated in the permit. If a permittee monitors any pollutant specifically addressed by the permit more frequently than the permit requires, the results of this monitoring shall be included in the calculation and reporting of the data submitted in this form.
- **Sample Type:** Select from the drop-down list the actual type of sample collected in the field marked “Sample Type”. You are required, at a minimum, to sample using the sample type indicated in your permit. If “Other” is selected, specify the actual sample type in the “Comment” field directly underneath.
- **Excursion No.:** In the text field marked “Excursion No.”, enter the number (integers only) of samples which do not comply with the maximum and/or minimum permit requirements in the “Reporting Data” fields.

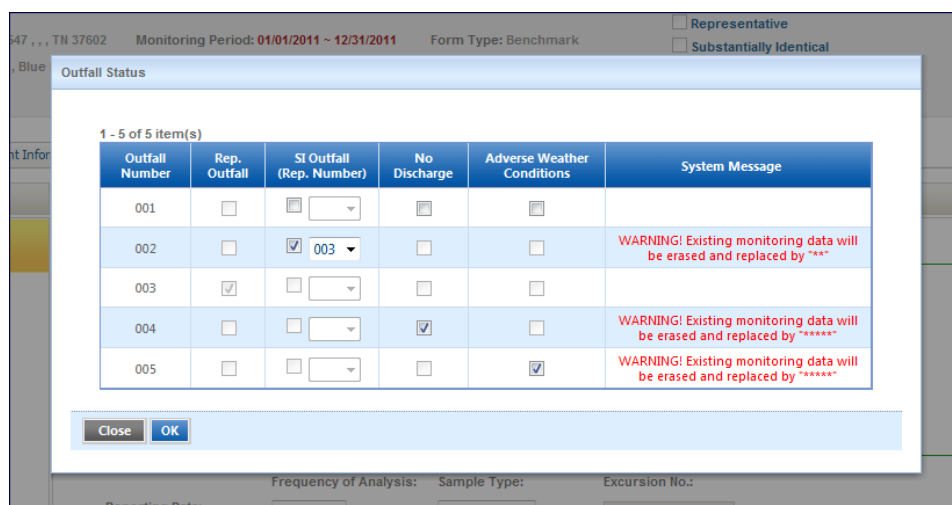
4. **Navigating among parameters:** The user may either click on the parameter name in the list on the left side of the page, or use the  and  buttons. On the final parameter screen, the Next Parameter button is deactivated. Select Previous Parameter button or one of the Save, Exit, or Next buttons at the bottom of the screen.

5. **DEQ Comments:** This is a read-only section that displays information input by the DEQ for the user. This display can have different messages that are specific to each outfall.

6. **Outfall- and Form-Specific Comments:** Enter specific comments and explanation in the space provided, where applicable. Where noncompliance of permit requirements is reported, attach a brief explanation in accordance with the permit requirements describing the cause(s) of the noncompliance, the duration of the noncompliance, including the date(s) the noncompliance began or occurred, and corrective actions taken and to be taken to address the noncompliance. The foregoing information should be provided for ALL noncompliance noted in this report. This comment can be unique to each outfall.
7. **Save, Exit, or Next:** To leave the DMR form *without saving*, the user may click the  button which is located at the bottom-left corner of every web form. To save the values that have been entered for this DMR at any time, click on the  button; if the user saves the report, closes the web form window, logs out of the system, and returns later, his/her data will still be available just as he/she left it. (Please refer to [Section 3.5: Editing or Deleting an Open Report](#) for more information.) When this page has been appropriately completed, the user may click  to proceed to the next step of the report submission process.

Note: If you leave the DMR entry form without saving your data first, you risk losing any unsaved data that has been entered.

8. a. **Representative Outfall/Substantially Identical Outfall/No Discharge/Adverse Weather Conditions:** For Benchmark form types only, clicking on this area brings up the following pop-up menu, where the user may view a list of all outfalls for the given facility and mark the appropriate checkboxes (if required):



Monitoring Period: 01/01/2011 ~ 12/31/2011 Form Type: Benchmark

Outfall Status

1 - 5 of 5 item(s)

Outfall Number	Rep. Outfall	SI Outfall (Rep. Number)	No Discharge	Adverse Weather Conditions	System Message
001	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
002	<input type="checkbox"/>	<input checked="" type="checkbox"/> 003	<input type="checkbox"/>	<input type="checkbox"/>	WARNING! Existing monitoring data will be erased and replaced by "***"
003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
004	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WARNING! Existing monitoring data will be erased and replaced by "*****"
005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	WARNING! Existing monitoring data will be erased and replaced by "*****"

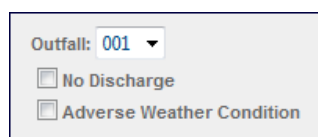
Close OK

Frequency of Analysis: Sample Type: Excursion No.: Reporting Data: 1.000 GRAB

If an outfall is marked as a Substantially Identical ("SI") Outfall, then the user must use the drop-down menu to select its corresponding Representative ("Rep.") Outfall. The checkbox under "Rep. Outfall" itself is non-selectable and can *only* be automatically marked by the e-DMR system when the outfall has been chosen from the drop-down menu of an SI Outfall.

E2 runs a data validation check as soon as any checkbox is marked or unmarked, prohibiting the user from entering any information that goes against the system logic. As any given outfall may not have more than one checkbox marked at a time, the system automatically grays-out the other options to prevent users from entering illogical data. Similarly, as an additional data validation measure, only outfalls that could validly be Rep. Outfalls (i.e. have no checkboxes marked) will appear in the drop-down menu of an SI Outfall.

- b. **No Discharge/Adverse Weather Conditions:** For TMDL, Impaired Water, and Effluent form types, there is no pop-up and the user should mark the appropriate checkbox (if necessary) directly on the form.



The screenshot shows a web form interface. At the top, there is a dropdown menu labeled 'Outfall:' with the value '001' selected. Below this, there are two checkboxes. The first checkbox is labeled 'No Discharge' and is currently unchecked. The second checkbox is labeled 'Adverse Weather Condition' and is also unchecked. The text 'Adverse Weather Condition' is displayed in a lighter gray color, indicating it is disabled or grayed out.

Once again, E2 automatically runs a data validation check as soon as any checkbox is marked or unmarked, prohibiting the user from entering any information that goes against the system logic.

9. **Storm Event Information:** Clicking on this tab takes the user out of the Parameters page and to the Storm Event Information page, where he/she can fill in the date (which cannot be outside the date range of the monitoring period), duration, total rainfall, and preceding event.

The screenshot shows a web application interface with two tabs: "Parameters" and "Storm Event Information". The "Storm Event Information" tab is active. A red error banner at the top of the tab contains a red 'X' icon and a list of six mandatory fields that must be entered:


- Date must be entered.
- Duration Hours must be entered.
- Duration Minutes must be entered.
- Rainfall Total (in.) must be entered.
- Preceding Event Days must be entered.
- Preceding Event Hours must be entered.

Below the error banner, the "Storm Event Information" section contains the following fields, all of which are highlighted with red borders to indicate they are required:

- Date: [Red-bordered text box]
- Duration: [Red-bordered text box] Hrs [Red-bordered text box] Mins
- Rainfall Total: [Red-bordered text box] Inches
- Preceding Event: [Red-bordered text box] Days [Red-bordered text box] Hrs

All fields on this tab are mandatory for any outfall where monitoring data is entered; in other words, it is required for any outfall that is independent or representative.

3.3.1.3 [Step 1B: General Report Comments and Explanation](#)

After clicking the  button at the bottom of the page, a General Report Comments and Explanation page will appear:

The screenshot shows a web application interface for the "General Report Comments and Explanation" page. The title "General Report Comments and Explanation" is displayed at the top. Below the title is a large, empty text area for entering comments. To the right of the text area is a small icon of a checkmark inside a box, indicating that the information is required.

Enter general report comments and explanation in the space provided, where applicable. General report comments may include an explanation for submitting the report late, extenuating circumstances, et cetera. If there is more than one outfall for a facility and a general comment such as "We were unable to obtain a sample at Outfall 002 due to ..." is entered, the same general comment will appear regardless of which outfall the viewer is navigating to. To change the general report comment at any time, click within the text box and edit as needed.

3.3.1.4 Step 2: Attachment

After completing the form, the user has the option of submitting supplemental files to this DMR report.

Note: Only attach files which document and/or supplement information associated with the DMR (e.g., Monitoring Period Data Summary and/or Operations Log, Laboratory data and information supporting 'flagged' data, DMR transmittal letter or a Written Report for any noncompliance, etc.). Do NOT attach any files or information which may be required by the permit but is not related to the DMR.

Application Attachment

Optional Mail Attachment (Optional) ☐ Online ☒ Mail ☐ Other ☐ N/A

Please mail to:

4949-A Cox Road, Test for eDMR
Glen Allen, VA 23060

Describe Attachment:

Optional Online Attachment (Required) ☒ Online ☐ Mail ☐ Other ☐ N/A

Add File(s)

Describe Attachment:

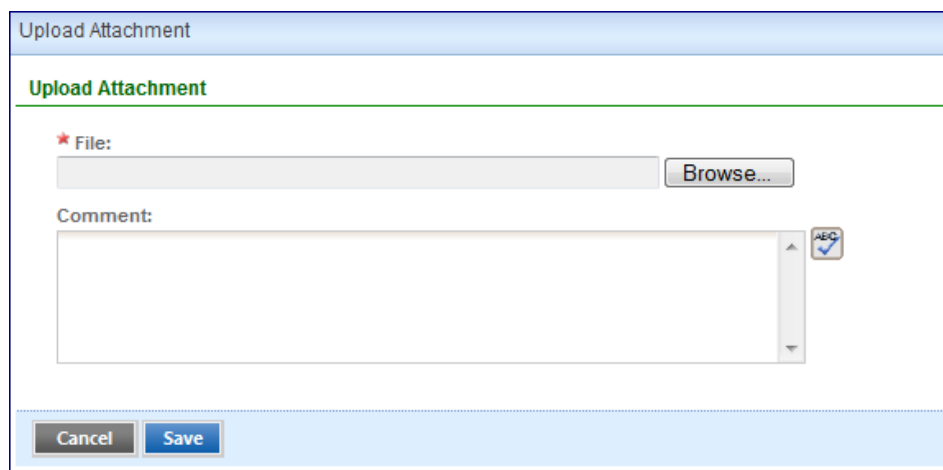
Exit Save Previous Next

The user has two options for submitting attachments:

- **Mail Attachment:** If the user does not have an electronic copy of the attachment to submit, or if the file is too large, the user can send in the attachments via mail or email. The user can provide a description of the attachments that will be mailed so DEQ will know the nature of the attachments that will be expected via mail. Attachments are to be mailed to the appropriate Regional Office. If users intend to mail in the attachment in hard copy form, they may go to the Submit Attachment(s) by Mail section to find the mailing address.
- **Online Attachment:** The user can browse for and upload electronic files to the e-DMR server. [The size of each attachment cannot be any larger than 1.5 MB.](#) Contact eDMR Regional Administrator for alternative for submitting over-sized attachments.

Note: the maximum field length for the attachment name is 100 characters. Do not include apostrophes ("'), commas (",), forward-slashes ("/), spaces (" "), or underscores ("_") in the attachment names or else they cannot be opened by the DEQ staff for review.



Click on the resulting "Add File(s)" button and the following window will appear:



To locate the file to be attached, use the "Browse..." button. Then provide a brief description of the file in the "Comment" section. Only certain file types are allowed to be uploaded. Currently, they are:


- .pdf
- .txt
- .xml
- .htm
- .zip
- Image - .jpeg, .gif, .jpg, .tif, .tiff, .bmp
- Word - .wpf, .wpd, .doc, .docx
- Excel - .xls, .xlsx
- Access - .mde, .ldb
- Visio - .vsd

3.3.1.5 [Step 3: Validation](#)



Once the user clicks the  button, the system automatically performs a validation check to ensure that all mandatory data entry fields have been properly completed. If any part of the report fails the validation check, then the user may click on the link provided to go back to [Step 1A: Application](#). The user may also click on the  icon to view the reporting requirements.

Validation (Submission ID: 211)


Review your Report and any Attachment. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

 • Outfall: 001, Substance: CL2, TOTAL: ConcMax must be entered.

Application Form(s) Summary

 SUMMARY  (Click icon to view form.)

Attachment(s) Summary

 Attachment

Exit

Previous



Next

If the system deems the report to be properly completed, then the following page is displayed and the user may proceed to the final step.


Validation (Submission ID: 211)

Review your Report and any Attachment. Save any changes you make before returning to this page. Proceed to Submission by clicking NEXT.

Application Form(s) Summary

 SUMMARY  (Click icon to view form.)

Attachment(s) Summary


 Attachment

Exit

Previous

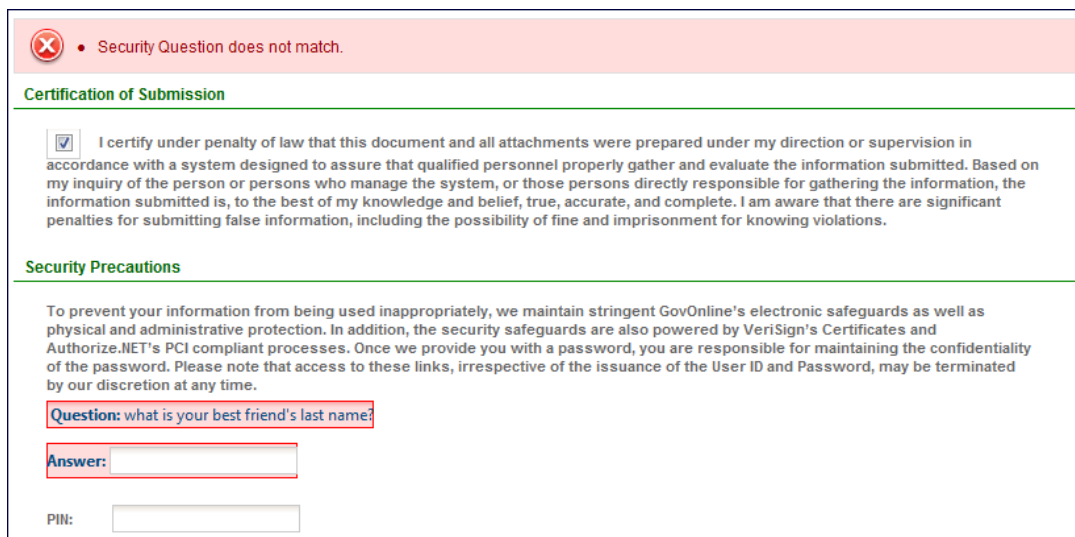
Next


3.3.1.6 Step 4: Submission

At this stage, the DMR Certifier must read the certification statement, click the checkbox indicating that (s)he has read and understands the certification statement, answer the security questions set in he/she first login, enter his/her PIN, and click the  button to submit the results to DEQ.

Neglecting to enter the correct PIN, check the Certification of Submission checkbox, or answer the security question correctly will prevent the submission from occurring.

The user has three chances to answer the security questions. If the user provides the wrong answers to the security questions three times (within the same session), the user is no longer allowed to submit the data. When the security questions are suspended, an e-mail will be sent to the user and copied to the DEQ e-DMR Administrator. Once the e-DMR Administrator resets the security questions, the user will be notified via e-mail. The following shows how the system responds when the user provides the wrong answers:



 • Security Question does not match.

Certification of Submission

☒ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Precautions

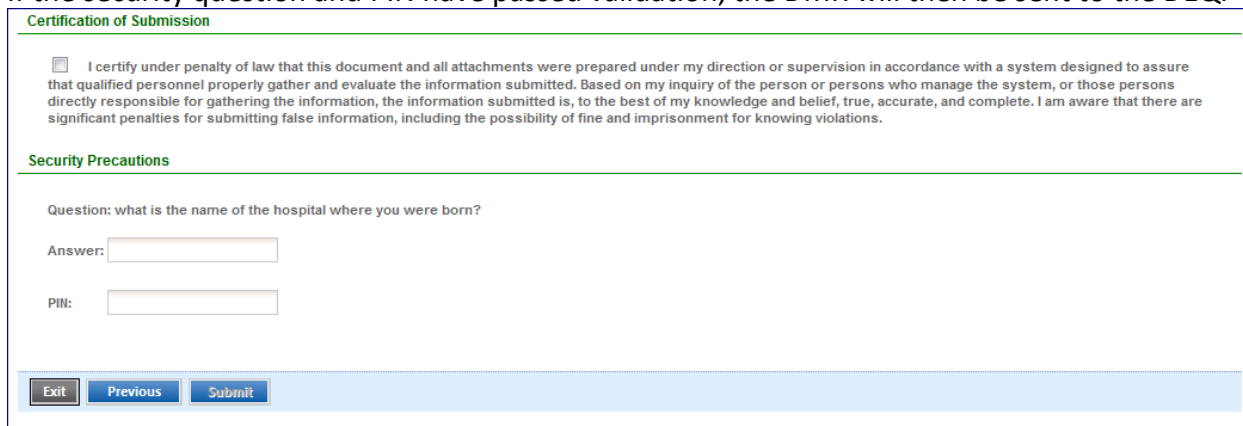
To prevent your information from being used inappropriately, we maintain stringent GovOnline's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Question: what is your best friend's last name?

Answer:

PIN:

If the security question and PIN have passed validation, the DMR will then be sent to the DEQ.



Certification of Submission


☐ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Precautions

Question: what is the name of the hospital where you were born?

Answer:

PIN:


The user will be taken to a page that confirms receipt of the submission and summarizes the report submitter (name of Certifier who clicked the  button), owner (name of Certifier or Preparer who originally created the report), form, and attachment details. Submission ID, Submitted Date, DMR date and Attachment information are available for any submitted DMR."

Submission ID: 211		Submitted Date: 4/18/2012 6:18:26 PM	
Submitted By:		Prepared by:	
admin admin		admin admin	
1368 How Lane North Brunswick NJ 08817		1368 How Lane North Brunswick NJ 08817	
yangc@esf.enfotech.com		yangc@esf.enfotech.com	
Form Detail			
• SUMMARY			
Report Detail			
Facility Name: Emporia WTP		Permit Number: VA0006220	
Mailing Address: PO Box 511 , Emporia, VA 23847		Monitoring Period: 01/01/2012 ~ 06/30/2012	
Attachment Detail			
Optional Mail Attachment (Optional) -- Mail			
Please mail to: 4949-A Cox Road, Test for eDMR Glen Allen, VA 23060			
Optional Online Attachment (Required) -- Online			
• 11192.txt			
Go to Submitted List			

The "Submission ID" is a confirmation number that will be stored in the e-DMR system and should be recorded by the user for future reference. On this page, the user will also have the option of clicking [Go to Submitted List](#) to be taken directly to the Submitted Report(s) section of the Report Management module. Submission ID, Submitted Date, DMR date and Attachment information are available for any submitted DMR.

3.3.2 Using the XML File Upload Option

3.3.2.1 Step 1: Downloading and Viewing Reporting Requirements

In the previous section, the template, or blank DMR form, was viewed online using the View Form window. If the user is using the XML File Upload submission option, the user can download an XML template of the DMR file by going to the Create a New Report screen and clicking on the XML icon  for the corresponding record:

Search for Reporting Requirement





Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

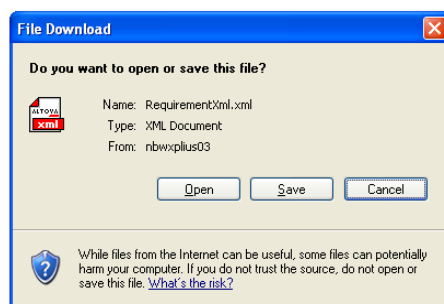
Monitoring Period: ~ Report Due Date: ~

Search Result

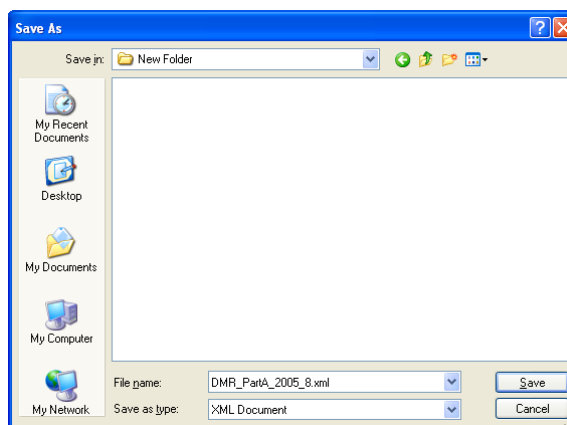
1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Form Type	Report Date	Status	Due Date
				36	VAR050090	Hill Coal Company	Annually	Effluent	01/01/2012 ~ 12/31/2012	New	01/10/2013

This will begin a series of message boxes.




To open the file in a new window without saving, click "Open." However, if the user wishes to download the template DMR XML file, he/she should click "Save," at which point the user will be prompted to supply the location to which he/she would like to save the file.



Navigate to the directory where the file is to be saved. Once the file location and name have been selected, click "Save."

The file that is downloaded is an XML file that contains the reporting requirements for the DMR, but does not contain the DMR results.

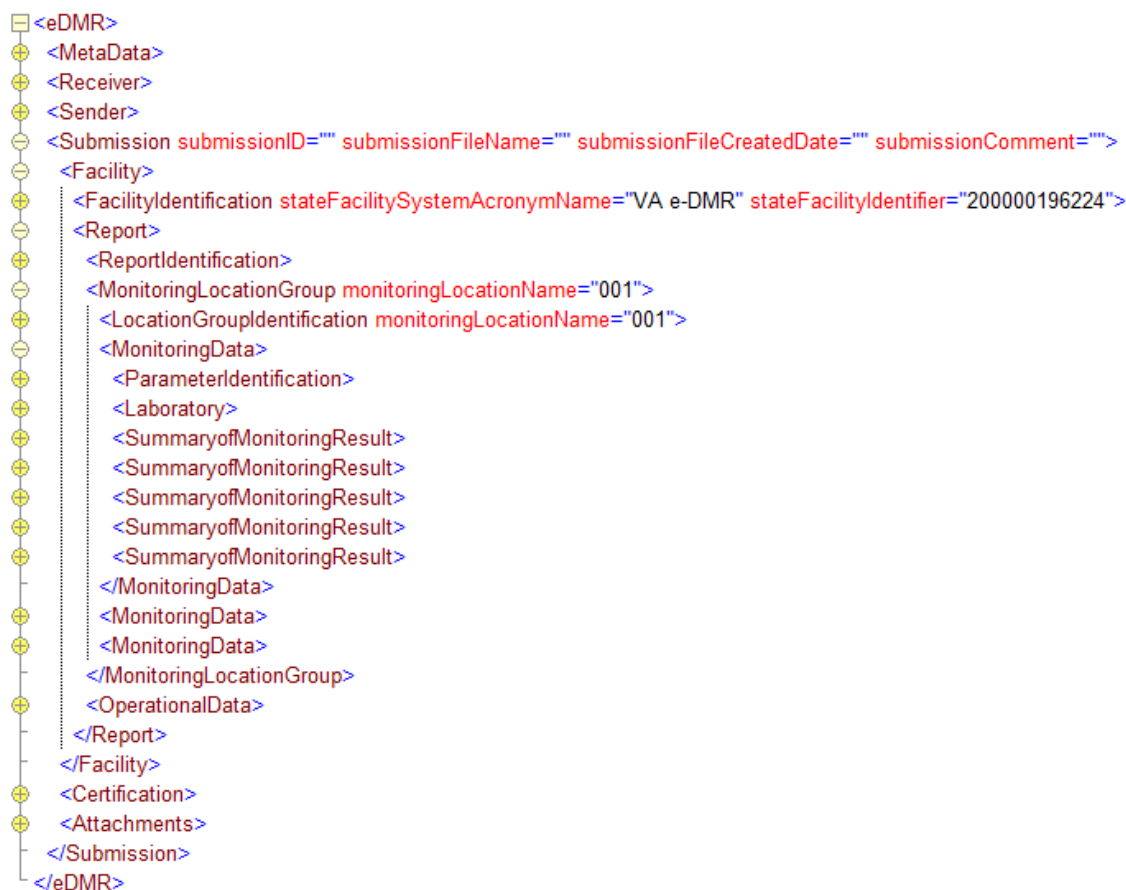
The readable DMR format displayed in the e-DMR system is created by applying a style sheet to the XML that is being downloaded in this section. This type of style sheet is used to display XML, the language adopted to communicate between environmental facilities and agencies, because it is platform-independent.

Clicking on the XML button  or viewing the XML file that is downloaded allows the user to take a peek behind the scenes at the data being displayed.

The following screenshot shows a portion of the XML template file opened using Internet Explorer:

```
<?xml version="1.0"?>
- <eDMR>
  - <MetaData>
    <SchemaIdentification>e-DMR Schema version 1.4</SchemaIdentification>
    <SchemaDescription>e-DMR Work Group Schema version 1.4</SchemaDescription>
    <SchemaPurpose>Electronic Discharge Monitoring Report submissions</SchemaPurpose>
    <SchemaVersion>1</SchemaVersion>
    <SchemaCreateDate>2002-02-28</SchemaCreateDate>
    <SchemaLastUpdateBy>e-DMR XML Schema Work Group</SchemaLastUpdateBy>
    <SchemaLastUpdateDate>2011-08-30</SchemaLastUpdateDate>
    <SchemaContactInformation>leopard.matthew@epa.gov, and Edmr_support@enfotech.com</SchemaContactInformation>
  </MetaData>
  - <Receiver>
    <AgencyName>State of Virginia Department of Environmental Quality</AgencyName>
    <ReceivercontactName/>
    <ReceivercontactTitle/>
    - <ReceiverMailAddress>
      <MailingAddressText/>
      <SupplementalAddressText/>
      <MailingAddressCityName/>
      <MailingAddressStateUSPSCode>VA</MailingAddressStateUSPSCode>
      <MailingAddressStateName>Virginia</MailingAddressStateName>
      <MailingAddressCountryName>United States</MailingAddressCountryName>
      <MailingAddressZIPCode/>
    </ReceiverMailAddress>
  </Receiver>
  - <Sender>
    <SenderName/>
    - <SenderPhoneFaxEmail>
      <TelephoneNumber/>
```

For a clearer picture of the structure of the XML file and how it relates to the standard DMR format, collapse the following data elements, which are shown in red text above and enveloped by < >, by clicking on the (-): MetaData, Receiver, Sender, FacilityIdentification, ReportIdentification, LocationGroupIdentification, Certification, and MonitoringData.



Now that the structure is well defined, the form can be examined piece-by-piece to see exactly where the data presented using the style sheet is, in relationship to the entire XML e-DMR file.

The following images highlights specific sections of the DMR and assigns a section number to it. The XML is then displayed with the corresponding section number on the following pages.

TYPE: SWI GP Benchmark Monitoring		COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY VIRGINIA POLLUTANT DISCHARGE ELIMINATION SYSTEM (VPDES) DISCHARGE MONITORING REPORT (DMR) NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM		DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE) West Central Regional Office 3019 Peters Creek Road Roanoke, VA 24019																																																													
1 FACILITY NAME: Adams Construction Co - Blue Ridge Asphalt Plant ADDRESS: PO Box 12627 Roanoke, VA 24027 FACILITY: 110 Healing Springs Rd LOCATION: Blue Ridge, VA 24064		2 VAR051894 001 PERMIT NUMBER OUTFALL NUMBER MONITORING PERIOD YEAR MO DAY YEAR MO DAY FROM 2013 01 01 TO 2013 12 31		5 <input type="checkbox"/> No Discharge <input type="checkbox"/> Adverse Weather Conditions <input type="checkbox"/> Representative Outfall <input type="checkbox"/> Substantially Identical Outfall																																																													
3 <table border="1"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">REPORTED</th> <th colspan="3">QUALITY OR CONCENTRATION</th> <th rowspan="2">UNITS</th> <th rowspan="2">NO. EX.</th> <th rowspan="2">FREQUENCY OF ANALYSIS</th> <th rowspan="2">SAMPLE TYPE</th> </tr> <tr> <th>MINIMUM</th> <th>AVERAGE</th> <th>MAXIMUM</th> </tr> </thead> <tbody> <tr> <td>TSS</td> <td>REQUIREMENT</td> <td>*****</td> <td>*****</td> <td>*****</td> <td>mg/L</td> <td></td> <td>1/YR</td> <td>GRAB</td> </tr> <tr> <td>PARAM CODE: 004</td> <td></td> <td>*****</td> <td>*****</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Parameter	REPORTED	QUALITY OR CONCENTRATION			UNITS	NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	MINIMUM	AVERAGE	MAXIMUM	TSS	REQUIREMENT	*****	*****	*****	mg/L		1/YR	GRAB	PARAM CODE: 004		*****	*****	100					4 <table border="1"> <thead> <tr> <th colspan="4">STORM EVENT INFORMATION</th> </tr> <tr> <th>DATE</th> <th>YR</th> <th>MO</th> <th>DAY</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>DURATION</td> <td>HRS</td> <td colspan="2">MINS</td> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> </tr> <tr> <td>RAINFALL TOTAL (IN.)</td> <td colspan="3"></td> </tr> <tr> <td>PRECEDING EVENT</td> <td>DAYS</td> <td colspan="2">HRS</td> </tr> <tr> <td></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>		STORM EVENT INFORMATION				DATE	YR	MO	DAY					DURATION	HRS	MINS						RAINFALL TOTAL (IN.)				PRECEDING EVENT	DAYS	HRS					
Parameter	REPORTED			QUALITY OR CONCENTRATION							UNITS	NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE																																																			
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PRECEDING EVENT	DAYS	HRS																																																															
GENERAL PERMIT REQUIREMENTS OR COMMENTS: OUTFALL-SPECIFIC COMMENTS: PARAMETER-SPECIFIC COMMENTS: I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.																																																																	
PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT <table border="1"> <thead> <tr> <th>TYPED OR PRINTED NAME</th> <th>SIGNATURE</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>						TYPED OR PRINTED NAME	SIGNATURE	Date																																																									
TYPED OR PRINTED NAME	SIGNATURE	Date																																																															

1. Section 1

```

<FacilityIdentification stateFacilitySystemAcronymName="VA e-DMR" stateFacilityIdentifier="200000095862">
  <FacilitySite>
    <FacilitySiteName>Adams Construction Co - Blue Ridge Asphalt Plant</FacilitySiteName>
    <FacilityDistrictName />
    <FacilityRegistryIdentifier>200000095862</FacilityRegistryIdentifier>
  </FacilitySite>
  <FacilityRegionOffice>
  <LocationAddress>
    <LocationAddressText>110 Healing Springs Rd</LocationAddressText>
    <SupplementalLocationText />
    <LocalityName>Blue Ridge</LocalityName>
    <CountyName />
    <StateName>VA</StateName>
    <CountryName>U.S.A.</CountryName>
    <LocationZIPCode>24064</LocationZIPCode>
    <LocationDescriptionText>Rt 460 and SR 805</LocationDescriptionText>
  </LocationAddress>
  <MailingAddress>
    <MailingAddressText>PO Box 12627</MailingAddressText>
    <SupplementalAddressText />
    <MailingAddressCityName>Roanoke</MailingAddressCityName>
    <MailingAddressStateName>VA</MailingAddressStateName>
    <MailingAddressZIPCode>24027</MailingAddressZIPCode>
  </MailingAddress>
</FacilityIdentification>

```

2. Section 2




```

<ReportIdentification>
  <PermitNumber>VAR051894</PermitNumber>
  <StatePermitNumber />
  <PermitteeName />
  <ProgramType>VPDES</ProgramType>
  <PermitType>GP_SWI</PermitType>
  <FormType>B</FormType>
  <FacilityLimitType />
  <ReportTransactionID />
  <FormComment />
  <FacilityReportGroup />
  <ReportReferenceID>725</ReportReferenceID>
  <ReportStartDate>2013-01-01</ReportStartDate>
  <ReportEndDate>2013-12-31</ReportEndDate>
  <ReportFrequency>Annually</ReportFrequency>
  <GeneralReportComment />
  <DueDate>2014-01-10</DueDate>
  <ReportCreateDate />
  <OriginalOrRevision />
  <AgencyComment>impaired water monitoring for impairment L04R-01-BEN</AgencyComment>
</ReportIdentification>

```

3. Section 3



```

<MonitoringLocationGroup monitoringLocationName="001">
  <LocationGroupIdentification monitoringLocationName="001">
    <MonitoringData>
      <ParameterIdentification>
        <Laboratory>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
        </MonitoringData>
      </MonitoringLocationGroup>
    </LocationGroupIdentification>
  </MonitoringData>
</MonitoringLocationGroup>

```

4. Section 4



5. Section 5

For SWI permit types, there is an additional section: the outfall checkboxes (Representative Outfall, Substantially Identical Outfall, No Discharge, and Adverse Weather Conditions) and Storm Event Information.

DEPT. OF ENVIRONMENTAL QUALITY
(REGIONAL OFFICE)

Piedmont Regional Office
4949-A Cox Road
Glen Allen, VA 23060

☐ No Discharge

☐ Adverse Weather Conditions

☐ Representative Outfall?

☐ Substantially Identical Outfall?

STORM EVENT INFORMATION			
DATE	YR	MO	DAY
DURATION	HRS	MINS	
RAINFALL TOTAL (IN.)			
PRECEDING EVENT	DAYS	HRS	

```

<NoDischargeIndicator/>
<StormWaterEvent>
  <AdverseWeatherConditionIndicator/>
  <RepresentativeIndicator/>
  <SubstantiallyIdenticalIndicator/>
  <RepresentativeMonitoringLocationName/>
  <StormEventDate/>
  <StormEventDurationHours/>
  <StormEventDurationMins/>
  <StormEventTotalRainfall/>
  <StormEventPrecedeEventDays/>
  <StormEventPrecedeEventHours/>

```

Please note that the data that is populated in the template XML file and used for the preview can be thought of as the data that is needed to create a blank DMR form, ready to be filled out by the corresponding facility. All data that is in the pre-populated template file has been drawn from the DEQ database to simplify reporting for the facility and to increase accuracy. Since this is the template file, or the blank DMR form, these values will be populated with actual reporting data once the submission XML file has been created by the facility.

3.3.2.2 Step 2: Result Data Population

A variety of commercially available software can be used to populate the XML template file that is downloaded from the e-DMR system. A simple text editor such as Notepad or WordPad can be used, or targeted XML data entry software such as Altova XML Spy. However, DMR facilities that prefer the XML submission option typically make this choice because they can configure their existing DMR tracking software to output or convert their DMR results automatically to the e-DMR XML schema format. If your software can be configured or customized to output XML files automatically in the e-DMR format, then this submission option may be the preferred option.

Regardless of the approach used to populate the XML file, the following elements in the XML file will need to be populated prior to submitting the file:


Field	Description	XML Path
ReportStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportStartDate>
ReportEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportEndDate>
SubmissionFileCreatedDate	The date on which the XML file has been created.	<Submission>
DueDate	The date on which the DMR is due.	<Submission> <Facility> <Report> <ReportIdentification> <DueDate>
ReportCreateDate	The date on which the XML file has been created.	<Submission> <Facility> <Report> <ReportIdentification> <ReportCreateDate>

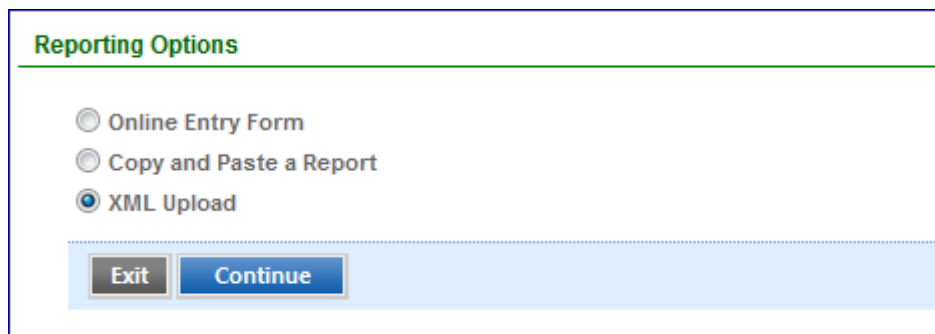
MonitoringStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringStartDate>
MonitoringEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringEndDate>
CertificationDate	The date on which the file is being uploaded to the state (i.e. certified for accuracy and completeness)	<Submission> <Certification> <CertificationDate>
NoDischargeIndicator	Indicates whether there was no discharge at the outfall during the monitoring period. (Specify Y if there was no discharge; N if there was a discharge.)	<Submission> <Facility> <Report> <MonitoringLocationGroup> <LocationGroupIdentification> <NoDischargeIndicator>
AdverseWeatherConditionIndicator RepresentativeIndicator SubstantiallyIdenticalIndicator	Indicates whether there were adverse weather conditions at the outfall during the monitoring period, whether the outfall is representative, or whether the outfall is substantially identical to another one. Only one, if any, may be marked Y; the others must be N.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <LocationGroupIdentification> <StormWaterEvent> <AdverseWeatherConditionIndicator> <RepresentativeIndicator> <SubstantiallyIdenticalIndicator>
StormWaterEvent	Used to provide storm event information: date, duration, total rainfall, and preceding event.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <LocationGroupIdentification> <StormWaterEvent>
MeasurementValue	Used to provide the value for the concentration minimum, concentration	<Submission> <Facility> <Report>

	maximum, concentration average, loading maximum, or loading average result.	<MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MeasurementValue>
QCExceedance	<p>Indicates the number of excursions for a particular parameter.</p> <p>Note: This field is required in all cases except when there are no limits for that parameter.</p> <p>Only the 1st instance of the 5 blocks of SummaryofMonitoringResult need to be filled in; it is the 1st instance that is used by the e-DMR system.</p>	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <QCExceedance>
ActualSampleFrequency	Indicates the actual sample frequency for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <ActualSampleFrequency>
ActualSampleType	Indicates the actual sample type for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <ActualSampleType>
RepresentativeName	This field is used to supply the operator in responsible charge. This data element is only required if the facility is required to report operator information.	<Submission> <Facility> <Report> <OperationalData> <RepresentativeName>
CertificationNumber	This field is used to supply the Operator Certification number. This data element is only required if the facility is required to report	<Submission> <Facility> <Report> <OperationalData> <CertificationNumber>

	operator information.	
--	-----------------------	--

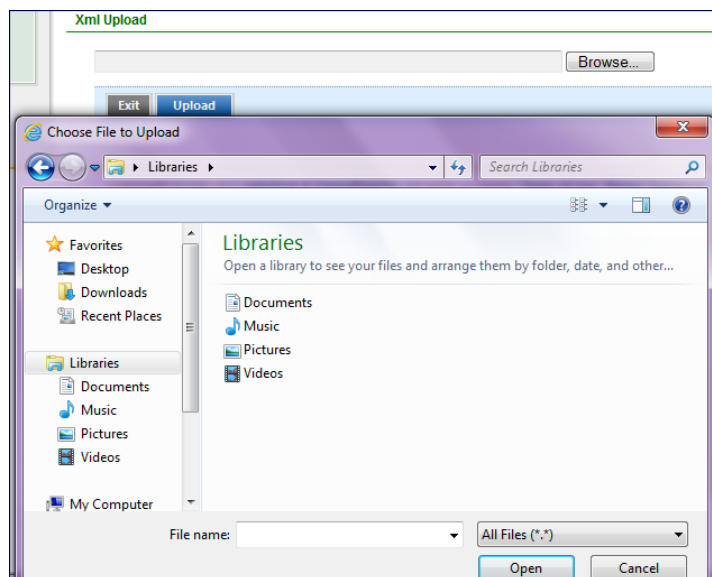
3.3.2.3 Step 3: Upload

Once an XML file has been generated and saved locally, the file can be submitted to the e-DMR System. Submitted files can be viewed by regulatory agencies and accessed for future reference. To submit the XML file, click on the Online Entry icon  for the corresponding record, which will bring up the following page:



The "Reporting Options" dialog box contains three radio buttons: "Online Entry Form", "Copy and Paste a Report", and "XML Upload". The "XML Upload" option is selected. At the bottom, there are "Exit" and "Continue" buttons.


Select the "XML Upload" radio button and click .



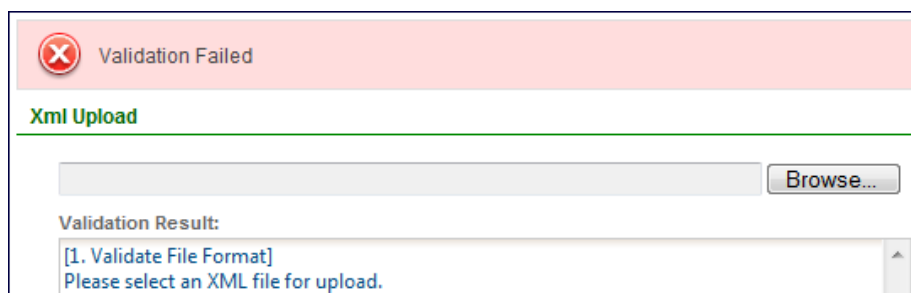
To select the XML file, click on the "Browse" button. This will bring up the Choose File message box. Browse through the local file directory, and select the file to be uploaded.

Note that the file selected must be a valid XML file. If the file does not have an .xml extension, an error will occur. Also, the file must be an e-DMR schema instance document that must comply with the national e-DMR XML schema file format. A copy of this file format and specifications can be found at the EPA/State Exchange Network website at

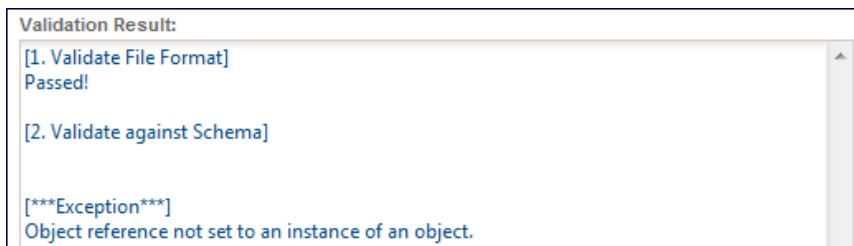
<http://www.exchangenetwork.net>. The file must comply with the naming conventions of the data elements, order of the data elements, and data element data type definitions.

Once the file has been selected, click the  button. The system will run a validation check and display an error if there is something wrong with the file. Listed below are the most common errors:

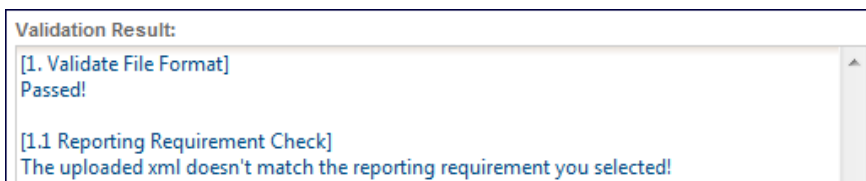
1. The file is not in XML format – for example, the submission file is in Word format:



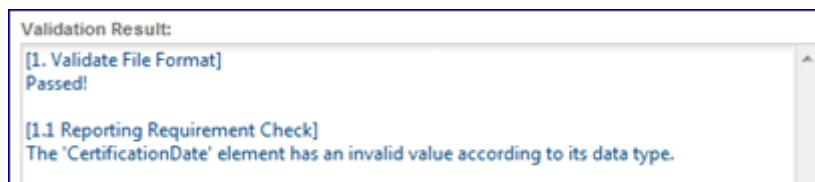
2. The file is in valid format, but it is not well defined:



3. The file is in a valid format, but not the correct e-DMR type. For example, if the XML file for the wrong report is submitted, then the error message will be:



4. The file is in valid format and correct type, but with some errors, in which case the detailed error messages will be displayed. For example, in the submission XML file, an invalid date was input. The following error message will be generated:



Other potential error messages:

Error Message	Potential Cause
No reporting requirement can be found in E2 associated with this XML file.	E2 is not expecting a DMR with the specified start date and end date for this facility. This error is usually encountered when the ReportStartDate and ReportEndDate elements are not specified.
The "<" character cannot be included in the name...	This is usually caused by not having the XML file conform to the XML schema, either by having an extra "<" or ">" or omitting an "<" or ">"
The 'date' element is invalid – The value " is invalid according to its datatype.	XML requires that all date fields be supplied. This error message indicates that some date field in the XML field has not been filled in.
{elementName} is required	A required field in the XML file (from the table above) was not specified.

The user can correct the errors, and resubmit the file. If the test is successful, the page will indicate that the submission has passed validation.

3.3.2.4 [Step 4: Attachment](#)

This step is identical to the Attachment step for the online data entry method. For further details, please refer to [Section 3.2.1.4: Attachment](#).

3.3.2.5 [Step 5: Validation](#)

This step is identical to the Validation step for the online data entry method. For further details, please refer to [Section 3.2.1.5: Validation](#).


3.3.2.6 [Step 6: Submission](#)

This step is identical to the Submission step for the online data entry method. For further details, please refer to [Section 3.2.1.6: Submission](#).

3.3.3 Using the Excel Copy-and-Paste Feature

In many cases, a facility may store its DMR data electronically in a common spreadsheet software application, such as Microsoft Excel. To blend the simplicity of the web form with the ease-of-use of commonly used spreadsheet programs, there is a copy-and-paste feature available on the DMR web form.

3.3.3.1 Step 1: Downloading Reporting Requirements

To download a DMR template file in Excel file format, return to the Create a New Report screen and click on the Excel icon  for the corresponding record:

Search for Reporting Requirement





Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

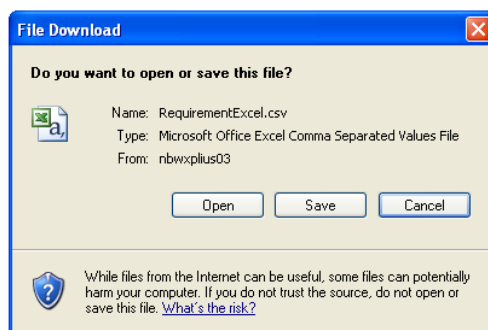
Monitoring Period: ~ Report Due Date: ~

Search Result

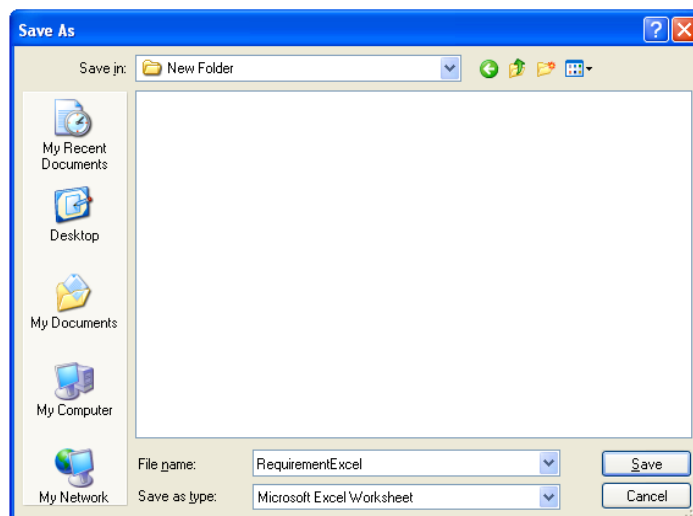
1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Form Type	Report Date	Status	Due Date
				36	VAR050090	Hill Coal Company	Annually	Effluent	01/01/2012 ~ 12/31/2012	New	01/10/2013

This will begin a series of message boxes.



To open the file in a new window without saving, click "Open." Alternately, the user should click "Cancel" if he or she does not wish to save or open the file. However, if the user wishes to download the template DMR Excel file, he/she should click "Save," at which point the user will be prompted to respond with the location he/she wishes to save the file in.




The template DMR Excel file is a Comma Separated Value (CSV) file that can be read by Microsoft Excel and other spreadsheet programs. This file contains a listing of the parameters on the left-hand side and the heading of the columns of the DMR form across the top. The facility user can then begin using this Excel spreadsheet to enter in DMR results.


3.3.3.2 Step 2: Filling out the DMR Form

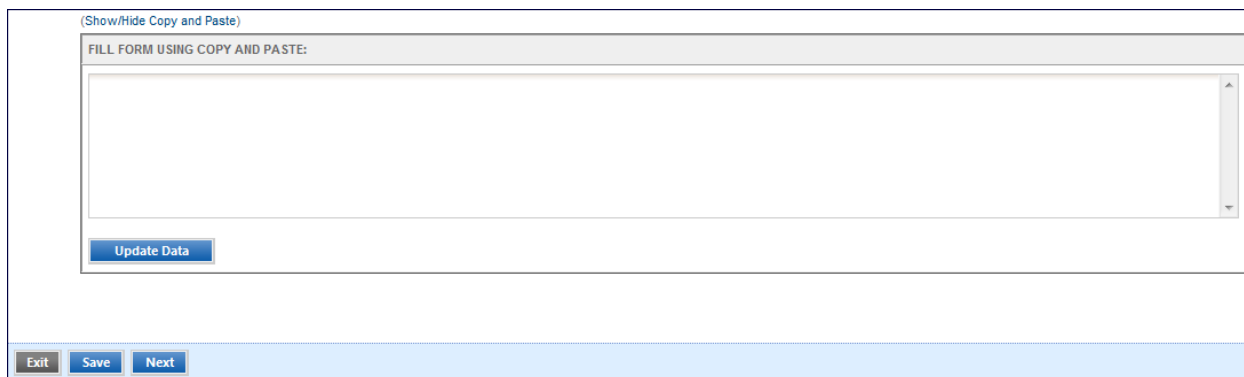
The CSV file that is downloaded from the e-DMR system can be opened by Excel and most other spreadsheet programs. Once this file is opened, it can be edited in any way as seen fit by the facility, but the **order of the columns should not be modified**. This is because, in Step 3, the data will be copied from the Excel file and pasted back into the e-DMR system web form, which will expect the data in the same order in which it was downloaded.

3.3.3.3 Step 3A: Result Data Population

Once the facility user is finished filling out the Excel spreadsheet, he/she can return to the e-DMR system and go to the Create a New Report screen to submit the report. To access the DMR web form, click on the Online Entry icon  for the corresponding record, which will bring up the following page:

A screenshot of a web form titled 'Reporting Options'. It has a green header bar with the title. Below the title are three radio button options: 'Online Entry Form', 'Copy and Paste a Report' (which is selected with a blue dot), and 'XML Upload'. At the bottom of the form are two buttons: 'Exit' and 'Continue'.

Select the "Copy and Paste a Report" option and click  to open the following page:

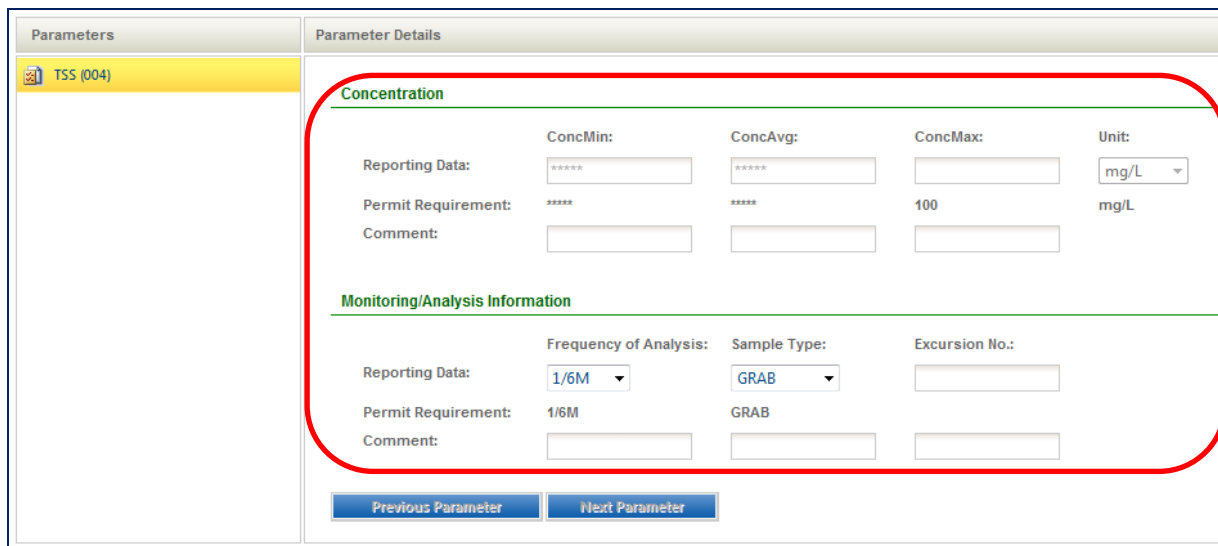


The screenshot shows a web form titled "(Show/Hide Copy and Paste)" with a sub-header "FILL FORM USING COPY AND PASTE:". Below the header is a large, empty text area for pasting data. At the bottom left of the text area is a blue "Update Data" button. At the bottom of the form are three buttons: "Exit", "Save", and "Next".

This is the same as the Online Entry page, but the user is brought to a textbox at the bottom for copying in data. Copying and pasting data allows for standardization of data, reducing the degree of error that may occur by retyping the data. To use the copy and paste conversion tool, there are a couple rules that must be followed:

1. The order of the parameters in each row and the order of columns of the locally saved spreadsheet must be in the same order as those on the DMR Data web form.
2. Only the body of the DMR form may be copied (e.g., the area where data/values have been entered). This does not include the parameter row headings, columns headings, operator section, or comments section. The data/values must be entered manually or the data/values can be auto-populated (e.g., relationship formulae) from the user's data summary EXCEL file, or other common spreadsheet software application.

Looking first at rule #1, examine the web form parameters, paying attention to their order as listed across the page. The following figure zooms in on this area:



The screenshot shows the "Parameter Details" section for "TSS (004)". The form is divided into two main sections: "Concentration" and "Monitoring/Analysis Information".

Concentration Section:

	ConcMin:	ConcAvg:	ConcMax:	Unit:
Reporting Data:	*****	*****		mg/L
Permit Requirement:	*****	*****	100	mg/L
Comment:				

Monitoring/Analysis Information Section:

	Frequency of Analysis:	Sample Type:	Excursion No.:
Reporting Data:	1/6M	GRAB	
Permit Requirement:	1/6M	GRAB	
Comment:			

At the bottom of the form are two buttons: "Previous Parameter" and "Next Parameter".

Next, open the spreadsheet software that stores the DMR data. Verify that the parameters listed are the same as those on the web form, and that the order matches exactly (which will be true by default). This may take some time to set up, but it need only be done once. Multiples templates may be required for DMRs of different outfalls, reporting types or monitoring periods. The following image illustrates this:

	A	B	C	D	E	F	G
1	Outfall Name: "001"						
2		Quality or Concentration - Minimum	Quality or Concentration - Average	Quality or Concentration - Maximum	Frequency of Analysis	Sample Type	No. Ex.
3	TSS: "004"	*****	*****	67.25	1/6M	GRAB	1
4							

In this case, the parameters are identical and in the same order, and the column order is the same across the top of the spreadsheet. Note that only the data itself is selected; make sure that the parameters, column headers, or extra columns to the right are *not* selected and copied.

Back in the e-DMR system, paste the report inside of the text box beneath the Copy and Paste box.


(Show/Hide Copy and Paste)

FILL FORM USING COPY AND PASTE:

***** 67.25 1/6M GRAB 1

Update Data

This will paste the tab delimited data that had been copied from the locally saved spreadsheet.

Click  to view the results in the Online Entry form:

Concentration				
Reporting Data:	Conc1: *****	Conc2: *****	Conc3: *****	Unit: MG/L ▾
Permit Requirement:	*****	*****	100	MG/L
Comment:				

Monitoring/Analysis Information			
Reporting Data:	Frequency of Analysis: 1/6M ▾	Sample Type: GRAB ▾	Excursion No.: 1
Permit Requirement:	1/6M	GRAB	
Comment:			

Note: If the permit contains multiple outfalls, only one outfall can be pasted at a time. Use the “Outfall” drop-down menu to change outfalls and be able to paste in the data for each one, until all outfalls are populated.

Complete the DMR web form by filling in the other fields that could not be pasted, such as comments. For detailed instructions on filling out the online entry form, please refer to [Section 3.2.1.2: Application](#).

3.3.3.4 [Step 3B: General Report Comments and Explanation](#)

This step is identical to the General Report Comments and Explanation step for the online data entry method. For further details, please refer to [Section 3.2.1.3: General Report Comments and Explanation](#).

3.3.3.5 [Step 4: Attachment](#)

This step is identical to the Attachment step for the online data entry method. For further details, please refer to [Section 3.2.1.4: Attachment](#).

3.3.3.6 [Step 5: Validation](#)


This step is identical to the Validation step for the online data entry method. For further details, please refer to [Section 3.2.1.5: Validation](#).

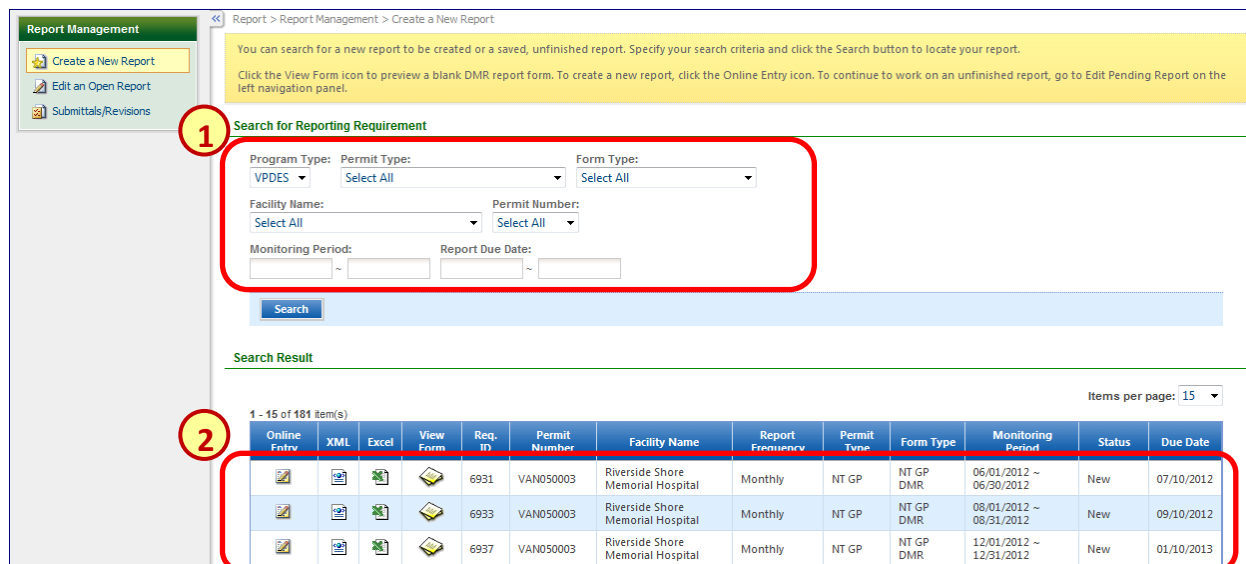
3.3.3.7 [Step 6: Submission](#)

This step is identical to the Submission step for the online data entry method. For further details, please refer to [Section 3.2.1.6: Submission](#).

3.4 Creating a New Nutrient Trading (NT) General Permit Report

The Nutrient Trading General Permit module is another new feature of the current eDMR application. Please use the following diagram for identifying sections and for entering in DMR results for this report type:

To begin filling out a report using any of the three options above, the user will want to first click on the  [Create a New Report](#) link in the Report Management functional area to the left, which will bring up the Create a New Report screen, as shown below:



Search for Reporting Requirement

You can search for a new report to be created or a saved, unfinished report. Specify your search criteria and click the Search button to locate your report.


Click the View Form icon to preview a blank DMR report form. To create a new report, click the Online Entry icon. To continue to work on an unfinished report, go to Edit Pending Report on the left navigation panel.

Search Result

1 - 15 of 181 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				6931	VAN050003	Riverside Shore Memorial Hospital	Monthly	NT GP	NT GP DMR	06/01/2012 ~ 06/30/2012	New	07/10/2012
				6933	VAN050003	Riverside Shore Memorial Hospital	Monthly	NT GP	NT GP DMR	08/01/2012 ~ 08/31/2012	New	09/10/2012
				6937	VAN050003	Riverside Shore Memorial Hospital	Monthly	NT GP	NT GP DMR	12/01/2012 ~ 12/31/2012	New	01/10/2013

1. By default, this screen will display all DMRs that are due for all facilities at which the user has any kind of role (Certifier/Preparer/Viewer). One row will be displayed for each DMR that must be submitted.
2. To accommodate the possibility that a user may be submitting DMR results for more than one facility, the system allows a user to be associated with multiple facilities.³ The user can select the registered facility on the drop-down pick list to filter out the DMR reports for that facility. Only those facilities that the user is associated with, whether as a Certifier, Preparer, or Viewer, will be displayed in the drop-down. The user may also choose to filter the DMRs by permit type, form type (i.e., SWI GP permit type only), monitoring date, report due date, and permit number.

After the filtering criteria are entered, the user can click the  button to filter the results.

³ Example: an entity or contractor operating and reporting for multiple individual permitted facilities can have appropriately designated users associated with these multiple individual permitted facilities using their existing User name and password.

Search for Reporting Requirement

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

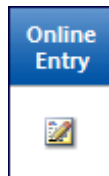
1 - 9 of 9 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				6931	VAN050003	Riverside Shore Memorial Hospital	Monthly	NT GP	NT GP DMR	06/01/2012 ~ 06/30/2012	New	07/10/2012
				6933	VAN050003	Riverside Shore Memorial Hospital	Monthly	NT GP	NT GP DMR	08/01/2012 ~ 08/31/2012	New	09/10/2012
				6937	VAN050003	Riverside Shore Memorial Hospital	Monthly	NT GP	NT GP DMR	12/01/2012 ~ 12/31/2012	New	01/10/2013

To display all results, simply remove all criteria and click “Search” again.

Each row in the table represents a DMR that must be submitted. In addition to general information about each DMR (such as the Facility for which it applies, the reporting frequency, and reporting period), four reporting function tasks can be performed for each search result.

- Enter data through the Online Entry form (used for the online data entry submission method)



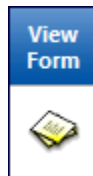
- Download a template XML file by clicking on the XML icon (used for the XML file submission method)



- Download a template Excel file by clicking on the Excel icon (used for the Excel copy-and-paste submission method)




- Preview a reporting requirement by clicking on the View Form icon. This is similar to viewing a blank DMR form that displays the reporting requirements and limits, but it does not yet display the DMR results.



The following sections describe the procedure to submit DMRs using each of the three available submission options.

3.4.1 Using the Online Data Entry Feature

To begin to submit a report using the online data entry feature, click on the  **Create a New Report** icon in the Report Management functional area to the left, which will bring up the Create a New Report screen, as shown here:

Report Management

- Create a New Report
- Edit an Open Report
- Submittals/Revisions

Report > Report Management > Create a New Report

You can search for a new report to be created or a saved, unfinished report. Specify your search criteria and click the Search button to locate your report.

Click the View Form icon to preview a blank DMR report form. To create a new report, click the Online Entry icon. To continue to work on an unfinished report, go to Edit Pending Report on the left navigation panel.

Search for Reporting Requirement

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

1 - 15 of 36 item(s) Items per page: 15


Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Report Date	Status	Due Date
				127	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	12/01/2012 ~ 12/31/2012	New	01/10/2013
				134	VA0066630	Hopewell WWTP	Quarterly	IP	IP DMR	04/01/2013 ~ 06/30/2013	New	07/10/2013
				120	VA0066630	Hopewell WWTP	Monthly	IP	IP DMR	07/01/2012 ~ 07/31/2012	New	08/10/2012





In this case of filling in Nutrient Trading (NT) reports, reports should be filtered by the Permit Type corresponding to “Nutrient Trading General Permit”. If desired, the user can further filter the results by selecting a facility and permit number via the drop-down menus.

Program Type:	Permit Type:	Form Type:
VPDES	Nutrient Trading General Permit	Select All
Facility Name:	Permit Number:	
Riverside Shore Memorial Hospital	VAN050003	
Monitoring Period:	Report Due Date:	
<input type="text"/> ~ <input type="text"/>	<input type="text"/> ~ <input type="text"/>	
<input type="button" value="Search"/>		

Now that the facility and permit are selected, multiple reporting frequencies may be present for the same facility, such as Monthly or Annual.

3.4.1.1 Viewing Reporting Requirements (Optional)

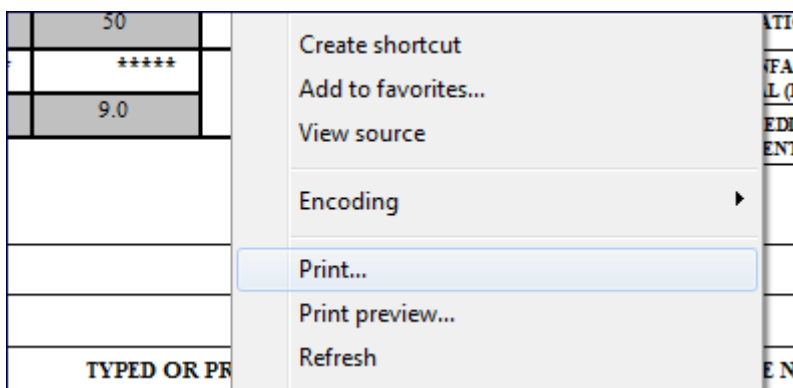
Before a DMR file (record) is generated, a user may wish to preview and print out the reporting requirements for reference. To preview or print a DMR, click on the View Form icon  for the corresponding record.

Search for Reporting Requirement												
Program Type:	Permit Type:	Form Type:										
VPDES	Nutrient Trading General Permit	Select All										
Facility Name:	Permit Number:											
FWSA - Aggregate Nutrient Discharge	Select All											
Monitoring Period:	Report Due Date:											
<input type="text"/> ~ <input type="text"/>	<input type="text"/> ~ <input type="text"/>											
<input type="button" value="Search"/>												
Search Result												
1 - 1 of 1 item(s)												Items per page: 15
Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				7043	VAN010057	FWSA - Aggregate Nutrient Discharge	Monthly	NT GP	NT GP DMR	03/01/2012 ~ 03/31/2012	New	06/10/2012


This will bring up the following pop-up browser that displays the DMR in a format that is very similar to the paper form:

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY GENERAL PERMIT FOR TOTAL NITROGEN AND TOTAL PHOSPHORUS DISCHARGES AND NUTRIENT TRADING IN THE CHESAPEAKE BAY WATERSHED IN VIRGINIA DISCHARGE MONITORING REPORT (DMR)				DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE)						
PERMITTEE NAME/ADDRESS (INCLUDE FACILITY NAME/LOCATION IF DIFFERENT) NAME: FW5A - Aggregate Nutrient Discharge ADDRESS: 107 N Kent St Winchester, VA 22601				Valley Regional Office 4411 Early Road P.O. Box 3000 Harrisonburg, VA 22801						
		VAN010057 500 PERMIT NUMBER DISCHARGE NUMBER								
		MONITORING PERIOD YEAR MO DAY YEAR MO DAY 2012 09 01 TO 2012 09 31								
FACILITY LOCATION: Shenandoah Potomac				NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM.						
Parameter		QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM			
NITROGEN, TOTAL AS N (MON. LOAD DELIVERED)	REPORTD	*****	*****	LB/MO	*****	*****	*****			
PARAM CODE: 831	REQRMNT	*****	NL	LB/MO	*****	*****	*****		1/M	CALC
NITROGEN, TOTAL AS N (YR-TO-DATE DELIVERED)	REPORTD	*****	*****	LB/YR	*****	*****	*****			
PARAM CODE: 832	REQRMNT	*****	NL	LB/YR	*****	*****	*****		1/M	CALC
PHOSPHORUS, TOTAL AS P (MON. LOAD DELIVERED)	REPORTD	*****	*****	LB/MO	*****	*****	*****			
PARAM CODE: 834	REQRMNT	*****	NL	LB/MO	*****	*****	*****		1/M	CALC
PHOSPHORUS, TOTAL AS P (YR-TO-DATE DELIVERED)	REPORTD	*****	*****	LB/YR	*****	*****	*****			
PARAM CODE: 835	REQRMNT	*****	NL	LB/YR	*****	*****	*****		1/M	CALC
GENERAL PERMIT REQUIREMENTS OR COMMENTS: OUTFALL-SPECIFIC COMMENTS: PARAMETER-SPECIFIC COMMENTS:										
BYPASSES AND OVERFLOWS		TOTAL OCCURRENCES	TOTAL FLOW(M.G.)	TOTAL BOD5(K.G.)	OPERATOR IN RESPONSIBLE CHARGE					
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.					TYPED OR PRINTED NAME		SIGNATURE		CERTIFICATE NO.	DATE
					PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT				TELEPHONE	
					TYPED OR PRINTED NAME		SIGNATURE		DATE	

The form at this point is considered a template, since the permit limits and parameters are listed without actual measured values. To print this template, right-click within the pop-up window and select Print, as shown below:



3.4.1.2 Step 1A: Application

To begin filling out the DMR using the online web form, return to the Create a New Report screen by clicking on the Create a New Report icon in the Report Management functional area to the left. Select the desired facility and permit number using the drop-down menus, and click on the Online Entry icon  for the corresponding report frequency and monitoring period.

Search for Reporting Requirement

Program Type: **VPDES** Permit Type: **Nutrient Trading General Permit** Form Type: **Select All**





Facility Name: **FWSA - Aggregate Nutrient Discharge** Permit Number: **VAN010057**

Monitoring Period: ~ Report Due Date: ~

Search

Search Result

1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				7043	VAN010057	FWSA - Aggregate Nutrient Discharge	Monthly	NT GP	NT GP DMR	03/01/2012 ~ 03/31/2012	New	06/10/2012

This will initiate the Report Wizard:

Report > Report Management > Create New Report Option

You can select to edit an online entry form or ...

Reporting Options

☒ Online Entry Form
☐ Copy and Paste a Report
☐ XML Upload

Exit **Continue**

Start the report by choosing a reporting option. To proceed to the online entry form, click "Continue," which will bring up the online form.

Nutrient Trading Information

Facility Name: FW5A - Aggregate Nutrient Discharge
 Mailing Address: 187 H Kent St County Office Complex,
 Location: Shenandoah/Potomac

Permit Number: VAN010057
 Monitoring Period: 03/01/2012 - 03/31/2012

Report Type: NT GP
 Form Type: NT GP DMR

Outfall: 500

Parameters

Parameter Details

2. **Loading**

LoadMax must be entered.

Reporting Date: LoadAvg: LoadMax: Unit: LB/MO

Permit Requirement: HL LB/MO

Comment:

Concentration

ConcMax: ConcAvg: ConcMin: Unit:

Reporting Date:

Permit Requirement:

Comment:

Monitoring/Analysis Information

Frequency of Analysis: Sample Type: Excursion No.:

Reporting Date: 1/M CALC

Permit Requirement: 1/M CALC

Comment:

Previous Parameter Next Parameter

DEQ Comments:

Outfall and Form-Specific Comments:

(Show/Hide Copy and Paste)

(Show/Hide Permissive Values)

Exit Save Next

The Online Entry or “web” form is pre-populated with the facility and permit information, report identification, parameter list, and permit limit values. Text fields, checkboxes, and drop-down menus indicate to the user those areas that he/she is expected to fill in.

1. **Navigating among outfalls (i.e. monitoring locations):** One facility may be required to submit a DMRs for multiple outfalls. In order to fill out the DMR form completely for each outfall, use the Outfall drop-down at the top-right corner of the web form.
2. **Loading section:** Enter the loading average and max in the “Reporting Data” row. Be sure to enter an appropriate data value in accordance with the units listed; additional data conversion may be necessary to translate data from a lab report. Units is a protected field that can’t be changed.

As indicated at the bottom of the page (under the “Show/Hide Permissive Value” link), the “Reporting Data” text fields in the concentration section will accept only the following predefined values:

- Numbers
- “X”: No sample results

3. **Concentration section:** Enter the minimum, average (or monthly average), and/or maximum (or weekly average maximum) in the fields in the “Reporting Data” row. Be sure to enter an appropriate data value in accordance with the units listed; additional data conversion may be necessary to translate data from a lab report.

As indicated at the bottom of the page (under the “Show/Hide Permissive Value” link), the “Reporting Data” text fields in the concentration section will accept only the following predefined values:

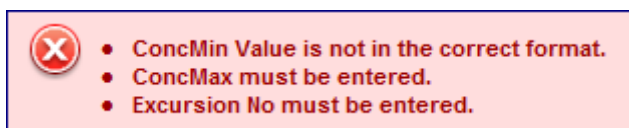
- Numbers
- “X”: No sample results


(Show/Hide Permissive Value)


Permissive Value	Description
X	No Sample Results

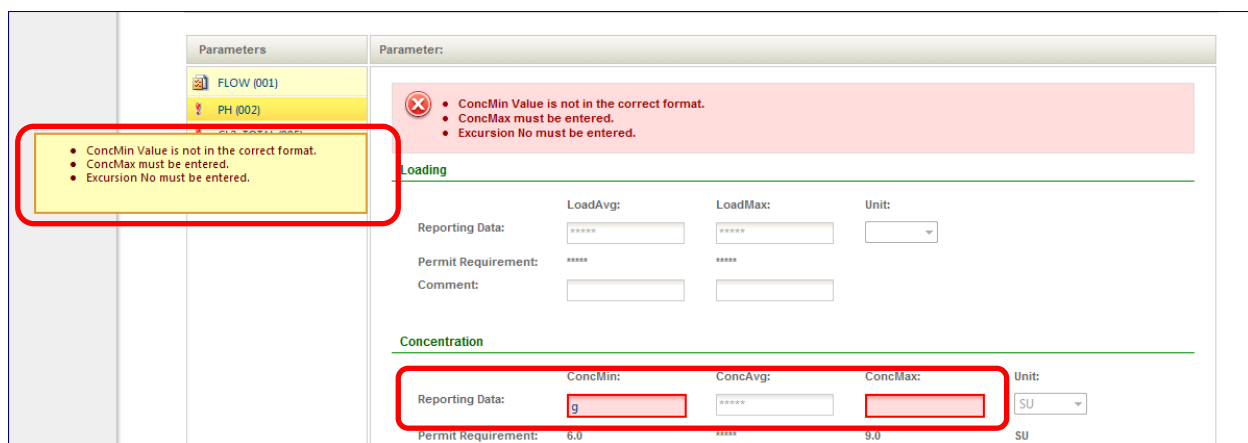
Apostrophes (“’”), commas (“,”), forward-slashes (“/”), and underscores (“_”) are *not* permitted in the online data entry form. The “>Greater than [insert result]” value and “<Less than [insert result]” value symbols can be used to report qualified data.

E2 V3 offers immediate data validation that indicates to the user upon opening the form which fields are required to be filled. The validation check also runs whenever the user switches to a different parameter or outfall on the report.



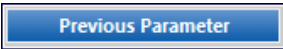
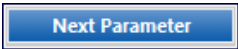
If any of the required eDMR entry fields are left blank or do not comply with eDMR data entry format when the user navigates to a different parameter, the  icon will appear next to the parameter name in the list to the left. The user can view specific

information on the validation issue by letting his/her mouse cursor hover over the parameter's icon .



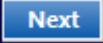


4. Monitoring/Analysis information:

- **Frequency of Analysis:** Select from the drop-down list the actual frequency of analysis for each parameter in the “reported” field in the column marked “Frequency of Analysis”. If “Other” is selected, specify the actual frequency in the “Comment” field directly underneath. Permittees are required, at a minimum, to sample at the frequency indicated in the permit. If a permittee monitors any pollutant specifically addressed by the permit more frequently than the permit requires, the results of this monitoring shall be included in the calculation and reporting of the data submitted in this form.
- **Sample Type:** Select from the drop-down list the actual type of sample collected in the field marked “Sample Type”. Permittees are required, at a minimum, to sample using the sample type indicated in the permit. If the Sample Type can be edited for the permit type, select from the drop-down list the actual sample type for each parameter in the “reported” field in the column marked “Sample Type”. If “Other” is selected, specify the actual sample type in the “Comment” field directly underneath. If the Sample Type field is protected and the actual sample type is different, specify the actual sample type in the “Comment” field directly underneath.
- **Excursion No.:** In the text field marked “Excursion No.”, enter the number (integers only) of samples which do not comply with the maximum and/or minimum permit requirements in the “Reporting Data” fields. Do not include monthly average excursions in this column. When the permit limit is NL, the Excursion No. will always be zero “0”.

5. **Navigating among parameters:** The user may either click on the parameter name in the list on the left side of the page, or use the  and  buttons. On the final parameter screen, the Next Parameter button is deactivated.

Select Previous Parameter button or one of the Save, Exit, or Next buttons at the bottom of the screen.


6. **DEQ Comments:** This is a read-only section that displays information input by the DEQ for the user. [Applicable to Storm Water Industrial General Permit only.]
7. **Outfall- and Form-Specific Comments:** Enter specific comments and explanation in the space provided, where applicable. Where noncompliance of permit requirements is reported, attach a brief explanation in accordance with the permit requirements describing the cause(s) of the noncompliance, the duration of the noncompliance, including the date(s) the noncompliance began or occurred, and corrective actions taken and to be taken to address the noncompliance. The foregoing information should be provided for **ALL** noncompliance noted in this report.
8. **Save, Exit, or Next:** To leave the DMR form *without saving*, the user may click the  button which is located at the bottom-left corner of every web form. To save the values that have been entered for this DMR at any time, click on the  button; if the user saves the report, closes the web form window, logs out of the system, and returns later, his/her data will still be available just as he/she left it. (Please refer to [Section 3.5: Editing or Deleting an Open Report](#) for more information.) When this page has been appropriately completed, the user may click  to proceed to the next step of the report submission process.

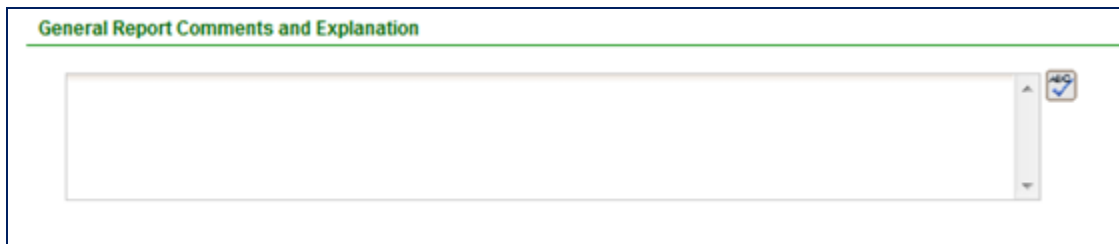
Note: If you leave the DMR entry form without saving your data first, you risk losing any unsaved data that has been entered.

9. **Basin Name:** For Outfall 500 within Aggregate Facilities Nutrient Trading Permit Types, the location will display the Basin Name as opposed to a physical address.

* **Note:** For non-500 outfalls, there will be three additional fields: Operator Name, Operator Certification Number, and Operator Phone Number. These fields will be outfall specific.

3.4.1.3 [Step 1B: General Report Comments and Explanation](#)

After clicking the  button at the bottom of the page, a General Report Comments and Explanation page will appear:



Enter general report comments and explanation in the space provided, where applicable. General report comments may include an explanation for submitting the report late, extenuating circumstances, et cetera. If there is more than one outfall for a facility and a general comment such as “We were unable to obtain a sample at Outfall 500 due to ...” is entered, the same general comment will appear regardless of which outfall the viewer is navigating to. To change the general report comment at any time, click within the text box and edit as needed.

This page also allows users to enter, if applicable, the Operator Name, Operator Certification Number, and Operator Phone Number.

3.4.1.4 [Step 2: Attachment](#)

After completing the form, the user has the option of submitting supplemental files to this DMR report.

Note: Only attach files which document and/or supplement information associated with the DMR (e.g., Monthly Data Summary and/or Operations Log, Laboratory data and information supporting ‘flagged’ data, DMR transmittal letter or a Written Report for any noncompliance, etc.). Do NOT attach any files or information which may be required by the permit but is not related to the DMR (e.g., annual compliance plan update, annual report, etc.)

Application Attachment

Optional Mail Attachment (Optional) ☐ Online ☒ Mail ☐ Other ☐ N/A

Please mail to:

4949-A Cox Road, Test for eDMR
Glen Allen, VA 23060

Describe Attachment:

Optional Online Attachment (Required) ☒ Online ☐ Mail ☐ Other ☐ N/A

Add File(s)

Describe Attachment:

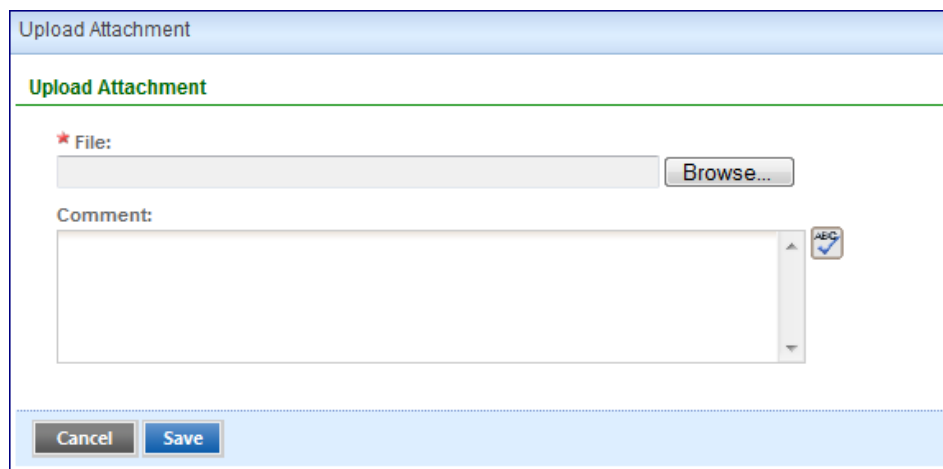
Exit Save Previous Next

The user has two options for submitting attachments:

- **Mail Attachment:** If the user does not have an electronic copy of the attachment to submit, or if the file is too large, the user can send in the attachments via mail or email. The user can provide a description of the attachments that will be mailed so DEQ will know the nature of the attachments that will be expected via mail. Attachments are to be mailed to the appropriate Regional Office. If users intend to mail in the attachment in hard copy form, they may go to the Submit Attachment(s) by Mail section to find the mailing address.
- **Online Attachment:** The user can browse for and upload electronic files to the e-DMR server. The size of each attachment cannot be any larger than 1.5 MB. Contact eDMR Regional Administrator for alternative for submitting over-sized attachments.

Note: the maximum field length for the attachment name is 100 characters. Do not include apostrophes ("’"), commas (","), forward-slashes (" /"), spaces (" "), or underscores (" _") in the attachment names or else they cannot be opened by the DEQ staff for review.



Click on the resulting "Add File(s)" button and the following window will appear:



To locate the file to be attached, use the “Browse...” button. Then provide a brief description of the file in the “Comment” section. Only certain file types are allowed to be uploaded. Currently, they are:


- .pdf
- .txt
- .xml
- .htm
- .zip
- Image - .jpeg, .gif, .jpg, .tif, .tiff, .bmp
- Word - .wpf, .wpd, .doc, .docx
- Excel - .xls, .xlsx
- Access - .mde, .ldb
- Visio - .vsd

3.4.1.5 Step 3: Validation



Once the user clicks the  button, the system automatically performs a validation check to ensure that all mandatory data entry fields have been properly completed. If any part of the report fails the validation check, then the user may click on the link provided to go back to [Step 1A: Application](#). The user may also click on the  icon to view the reporting requirements.

Validation (Submission ID: 211)


Review your Report and any Attachment. Save any changes you make before returning to this page.
Proceed to Submission by clicking NEXT.

 • Outfall: 001, Substance: CL2, TOTAL: ConcMax must be entered.

Application Form(s) Summary

 SUMMARY  (Click icon to view form.)

Attachment(s) Summary

 Attachment

Exit

Previous



Next

If the system deems the report to be properly completed, then the following page is displayed and the user may proceed to the final step.


Validation (Submission ID: 211)

Review your Report and any Attachment. Save any changes you make before returning to this page.
Proceed to Submission by clicking NEXT.

Application Form(s) Summary

 SUMMARY  (Click icon to view form.)

Attachment(s) Summary


 Attachment

Exit

Previous

Next

3.4.1.6 Step 4: Submission

At this stage, the DMR Certifier must read the certification statement, click the checkbox indicating that he/she has read and understands the certification statement, answer the security questions set in his/her first login, enter his/her PIN, and click the  button to submit the results to DEQ.

Neglecting to enter the correct PIN, check the Certification of Submission checkbox, or answer the security question correctly will prevent the submission from occurring.

The user has three chances to answer the security questions. If the user provides the wrong answers to the security questions three times (within the same session), the user is no longer allowed to submit the data. When the security questions are suspended, an e-mail will be sent to the user and copied to the DEQ e-DMR Administrator. Once the e-DMR Administrator resets the security questions, the user will be notified via e-mail. The following shows how the system responds when the user provides the wrong answers:

Security Question does not match.

Certification of Submission

☒ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent GovOnline's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Question: what is your best friend's last name?

Answer:

PIN:

If the security question and PIN have passed validation, the DMR will then be sent to the DEQ.

Certification of Submission

☐ I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Precautions

Question: what is the name of the hospital where you were born?

Answer:

PIN:


The user will be taken to a page that confirms receipt of the submission and summarizes the report submitter (name of Certifier who clicked the button), the name of Certifier or Preparer who originally created the reportform, and attachment details.

Submission ID: 593		Submitted Date: 1/31/2013 1:46:20 PM	
Submitted By:		Prepared by:	
Peter Huang		Peter Huang	
fef sfe NV 08088 2123123151 peter_huang@enfotech.com		fef sfe NV 08088 2123123151 peter_huang@enfotech.com	
Form Detail			
• Nutrient Trading			
Report Detail			
Facility Name: Alleghany County - Aggregate Nutrient Discharge		Permit Number: VAN040069	
Mailing Address: 9212 Winterberry Ave Su A, Covington, VA 24426		Monitoring Period: 07/01/2012 ~ 07/31/2012	
Attachment Detail			
Mail Optional Attachment (Optional) --			
Online Optional Attachment (Optional) --			
Go to Submitted List			

The "Submission ID" is a confirmation number that will be stored in the e-DMR system and should be recorded by the user for future reference. On this page, the user will also have the option of clicking [Go to Submitted List](#) to be taken directly to the Submitted Report(s) section of the Report Management module. Submission ID, Submitted Date, DMR date and Attachment information are available for any submitted DMR.

3.4.2 Using the XML File Upload Option

3.4.2.1 Step 1: Downloading and Viewing Reporting Requirements

In the previous section, the template, or blank DMR form, was viewed online using the View Form window. If the user is using the XML File Upload submission option, the user can download an XML template of the DMR file by going to the Create New Report screen and clicking on the XML icon  for the corresponding record:

Search for Reporting Requirement





Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

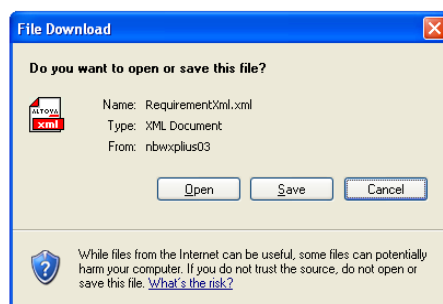
Monitoring Period: ~ Report Due Date: ~

Search Result

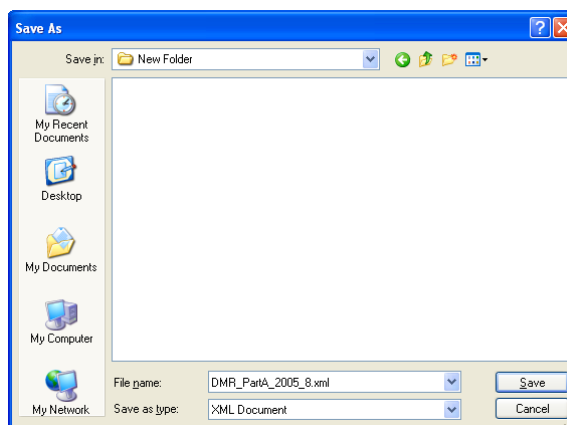
1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Form Type	Report Date	Status	Due Date
				36	VAR050090	Hill Coal Company	Annually	Effluent	01/01/2012 ~ 12/31/2012	New	01/10/2013

This will begin a series of message boxes.




To open the file in a new window without saving, click "Open." However, if the user wishes to download the template DMR XML file, he/she should click "Save," at which point the user will be prompted to supply the location to which he/she would like to save the file.



Navigate to the directory where the file is to be saved. Once the file location and name have been selected a file location and name, click “Save.”

The file that is downloaded is an XML file that contains the reporting requirements for the DMR, but does not contain the DMR results.

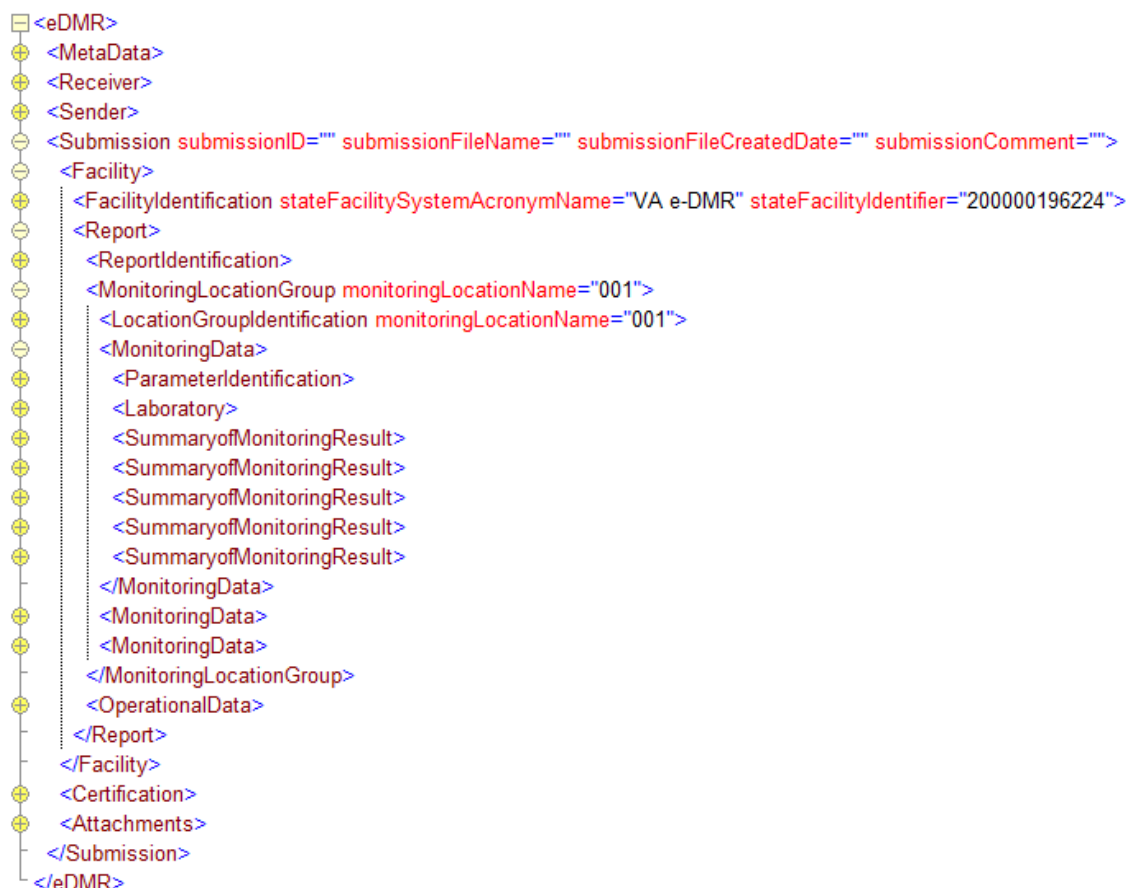
The readable DMR format displayed in the e-DMR system, described in [Section 3.2.1.1](#), is created by applying a style sheet to the XML that is being downloaded in this section. This type of style sheet is used to display XML, the language adopted to communicate between environmental facilities and agencies, because it is platform-independent.

Clicking on the XML button  or viewing the XML file that is downloaded allows the user to take a peek behind the scenes at the data being displayed.

The following screenshot shows a portion of the XML template file opened using Internet Explorer:

```
<?xml version="1.0"?>
- <eDMR>
  - <MetaData>
    <SchemaIdentification>e-DMR Schema version 1.4</SchemaIdentification>
    <SchemaDescription>e-DMR Work Group Schema version 1.4</SchemaDescription>
    <SchemaPurpose>Electronic Discharge Monitoring Report submissions</SchemaPurpose>
    <SchemaVersion>1</SchemaVersion>
    <SchemaCreateDate>2002-02-28</SchemaCreateDate>
    <SchemaLastUpdateBy>e-DMR XML Schema Work Group</SchemaLastUpdateBy>
    <SchemaLastUpdateDate>2011-08-30</SchemaLastUpdateDate>
    <SchemaContactInformation>leopard.matthew@epa.gov, and Edmr_support@enfotech.com</SchemaContactInformation>
  </MetaData>
  - <Receiver>
    <AgencyName>State of Virginia Department of Environmental Quality</AgencyName>
    <ReceivercontactName/>
    <ReceivercontactTitle/>
    - <ReceiverMailAddress>
      <MailingAddressText/>
      <SupplementalAddressText/>
      <MailingAddressCityName/>
      <MailingAddressStateUSPSCode>VA</MailingAddressStateUSPSCode>
      <MailingAddressStateName>Virginia</MailingAddressStateName>
      <MailingAddressCountryName>United States</MailingAddressCountryName>
      <MailingAddressZIPCode/>
    </ReceiverMailAddress>
  </Receiver>
  - <Sender>
    <SenderName/>
    - <SenderPhoneFaxEmail>
      <TelephoneNumber/>
```

For a clearer picture of the structure of the XML file and how it relates to the standard DMR format, collapse the following data elements, which are shown in red text above and enveloped by < >, by clicking on the (-): MetaData, Receiver, Sender, FacilityIdentification, ReportIdentification, LocationGroupIdentification, Certification, and MonitoringData.



Now that the structure is well defined, the form can be examined piece-by-piece to see exactly where the data presented using the style sheet is, in relationship to the entire XML e-DMR file.

The following image highlights a section of the DMR and assigns a section number to it. The XML is then displayed with the corresponding section number on the following pages.

COMMONWEALTH OF VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) DISCHARGE MONITORING REPORT (DMR)				DEPT. OF ENVIRONMENTAL QUALITY (REGIONAL OFFICE)																																																																																													
PERMITTEE NAME/ADDRESS (INCLUDE FACILITY NAME/LOCATION IF DIFFERENT) <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> NAME: Emporia WTP ADDRESS: PO Box 511 Emporia, VA 23847 FACILITY LOCATION: 1521 Wiggins Rd Emporia, VA 23847 </div>				<div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> VA0006220 001 PERMIT NUMBER DISCHARGE NUMBER MONITORING PERIOD FROM YEAR MO DAY TO YEAR MO DAY 2015 06 01 TO 2015 06 30 </div>				Piedmont Regional Office 4949-A Cox Road Test for eDMR Glen Allen, VA 23060 NOTE: READ PERMIT AND GENERAL INSTRUCTIONS BEFORE COMPLETING THIS FORM.																																																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">REPORTD</th> <th colspan="3">QUANTITY OR LOADING</th> <th colspan="3">QUALITY OR CONCENTRATION</th> <th rowspan="2">NO. EX.</th> <th rowspan="2">FREQUENCY OF ANALYSIS</th> <th rowspan="2">SAMPLE TYPE</th> <th rowspan="2">LAB CODE</th> </tr> <tr> <th>AVERAGE</th> <th>MAXIMUM</th> <th>UNITS</th> <th>MINIMUM</th> <th>AVERAGE</th> <th>MAXIMUM</th> </tr> </thead> <tbody> <tr> <td>FLOW</td> <td>REQRMT</td> <td>*****</td> <td>*****</td> <td>*****</td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARAM CODE: 001</td> <td>REQRMT</td> <td>NL</td> <td>NL</td> <td>MGD</td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td>1/M</td> <td>EST</td> <td></td> </tr> <tr> <td>PH</td> <td>REPORTD</td> <td>*****</td> <td>*****</td> <td></td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARAM CODE: 002</td> <td>REQRMT</td> <td>*****</td> <td>*****</td> <td></td> <td>6.0</td> <td>*****</td> <td>9.0</td> <td>SU</td> <td>1/M</td> <td>GRAB</td> <td></td> </tr> <tr> <td>CL2, TOTAL</td> <td>REPORTD</td> <td>*****</td> <td>*****</td> <td></td> <td>*****</td> <td>*****</td> <td>*****</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>PARAM CODE: 005</td> <td>REQRMT</td> <td>*****</td> <td>*****</td> <td></td> <td>*****</td> <td>0.0080</td> <td>0.013</td> <td>MG/L</td> <td>1/M</td> <td>GRAB</td> <td></td> </tr> </tbody> </table>								Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION			NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE	AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM	FLOW	REQRMT	*****	*****	*****	*****	*****	*****					PARAM CODE: 001	REQRMT	NL	NL	MGD	*****	*****	*****		1/M	EST		PH	REPORTD	*****	*****		*****	*****	*****					PARAM CODE: 002	REQRMT	*****	*****		6.0	*****	9.0	SU	1/M	GRAB		CL2, TOTAL	REPORTD	*****	*****		*****	*****	*****					PARAM CODE: 005	REQRMT	*****	*****		*****	0.0080	0.013	MG/L	1/M	GRAB	
Parameter	REPORTD	QUANTITY OR LOADING			QUALITY OR CONCENTRATION					NO. EX.	FREQUENCY OF ANALYSIS	SAMPLE TYPE	LAB CODE																																																																																				
		AVERAGE	MAXIMUM	UNITS	MINIMUM	AVERAGE	MAXIMUM																																																																																										
FLOW	REQRMT	*****	*****	*****	*****	*****	*****																																																																																										
PARAM CODE: 001	REQRMT	NL	NL	MGD	*****	*****	*****		1/M	EST																																																																																							
PH	REPORTD	*****	*****		*****	*****	*****																																																																																										
PARAM CODE: 002	REQRMT	*****	*****		6.0	*****	9.0	SU	1/M	GRAB																																																																																							
CL2, TOTAL	REPORTD	*****	*****		*****	*****	*****																																																																																										
PARAM CODE: 005	REQRMT	*****	*****		*****	0.0080	0.013	MG/L	1/M	GRAB																																																																																							
BYPASSES AND OVERFLOWS TOTAL OCCURENCES TOTAL FLOW(M.G.) TOTAL BOD5(K.G.)				OPERATOR IN RESPONSIBLE CHARGE TYPED OR PRINTED NAME PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT TYPED OR PRINTED NAME SIGNATURE																																																																																													
CERTIFICATE NUMBER TYPED OR PRINTED NAME PRINCIPAL EXECUTIVE OFFICER OR AUTHORIZED AGENT TYPED OR PRINTED NAME SIGNATURE				CERTIFICATE NUMBER TELEPHONE Date																																																																																													


1. Section 1

```

<FacilityIdentification stateFacilitySystemAcronymName="VA e-DMR" stateFacilityIdentifier="200000196224">
  <FacilitySite>
    <FacilitySiteName>Emporia WTP</FacilitySiteName>
    <FacilityDistrictName />
    <FacilityRegistryIdentifier>200000196224</FacilityRegistryIdentifier>
  </FacilitySite>
  <FacilityRegionOffice>
  <LocationAddress>
    <LocationAddressText>1521 Wiggins Rd</LocationAddressText>
    <SupplementalLocationText />
    <LocalityName>Emporia</LocalityName>
    <CountyName />
    <StateName>VA</StateName>
    <CountryName>U.S.A.</CountryName>
    <LocationZIPCode>23847</LocationZIPCode>
    <LocationDescriptionText />
  </LocationAddress>
  <MailingAddress>
    <MailingAddressText>PO Box 511</MailingAddressText>
    <SupplementalAddressText />
    <MailingAddressCityName>Emporia</MailingAddressCityName>
    <MailingAddressStateName>VA</MailingAddressStateName>
    <MailingAddressZIPCode>23847</MailingAddressZIPCode>
  </MailingAddress>
</FacilityIdentification>

```

2. Section 2




```

<ReportIdentification>
  <PermitNumber>VA0006220</PermitNumber>
  <StatePermitNumber />
  <PermitteeName />
  <ProgramType>VPDES</ProgramType>
  <PermitType>VPDES</PermitType>
  <FormType>Z</FormType>
  <FacilityLimitType>Final</FacilityLimitType>
  <ReportTransactionID />
  <FormComment />
  <FacilityReportGroup />
  <ReportReferenceID>7178</ReportReferenceID>
  <ReportStartDate>2015-06-01</ReportStartDate>
  <ReportEndDate>2015-06-30</ReportEndDate>
  <ReportFrequency>Monthly</ReportFrequency>
  <GeneralReportComment />
  <DueDate>2015-07-10</DueDate>
  <ReportCreateDate />
  <OriginalOrRevision />
  <AgencyComment />
</ReportIdentification>

```

3. Section 3




```

<MonitoringLocationGroup monitoringLocationName="001">
  <LocationGroupIdentification monitoringLocationName="001">
    <MonitoringData>
      <ParameterIdentification>
        <Laboratory>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
          <SummaryofMonitoringResult>
        </MonitoringData>
      <MonitoringData>
      <MonitoringData>
    </MonitoringLocationGroup>

```

4. Section 4

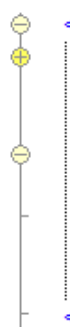


```

<OperationalData>
  <RepresentativeName />
  <ResponsibilityArea />
  <Title />
  <RepresentativeContactInfo>
    <EmailAddressText />
    <TelephoneNumber />
    <PhoneExtension />
    <FaxNumber />
    <AlternateTelephoneNumber />
  </RepresentativeContactInfo>
  <CertificationCategory />
  <CertificationNumber />
  <OperatorRequiredInd>N</OperatorRequiredInd>
</OperationalData>

```

5. Section 5



```

<Certification>
  <CertificationStatement>
  <Certifier />
  <CertifierTitle />
  <CertifierContactInfo>
    <TelephoneNumber />
  </CertifierContactInfo>
  <CertificationDate />
  <PIN />
</Certification>

```

Please note that the data that is populated in the template XML file and used for the preview can be thought of as the data that is needed to create a blank DMR form, ready to be filled out by the corresponding facility. All data that is in the pre-populated template file has been drawn from the DEQ database to simplify reporting for the facility and to increase accuracy. Since this is the template file, or the blank DMR form, these values will be populated with actual reporting data once the submission XML file has been created by the facility.

3.4.2.2 Step 2: Result Data Population

A variety of commercially available software can be used to populate the XML template file that is downloaded from the e-DMR system. A simple text editor such as Notepad or WordPad can be used, or targeted XML data entry software such as Altova XML Spy. However, DMR facilities that prefer the XML submission option typically make this choice because they can configure their existing DMR tracking software to output or convert their DMR results automatically to the e-DMR XML schema format. If your software can be configured or customized to output XML files automatically in the e-DMR format, then this submission option may be the preferred option.


Regardless of the approach used to populate the XML file, the following elements in the XML file will need to be populated prior to submitting the file:

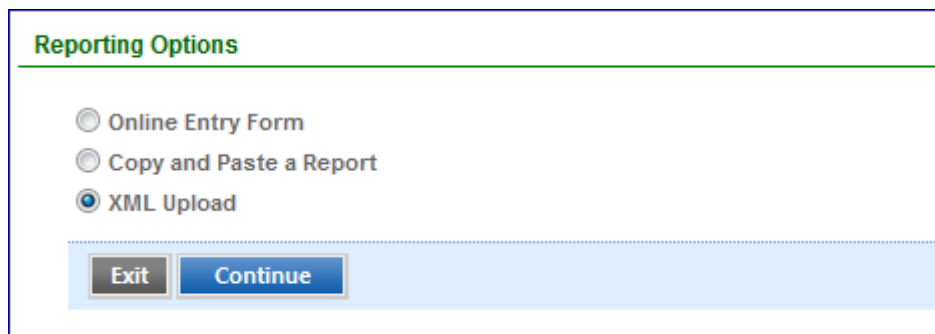
Field	Description	XML Path
ReportStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportStartDate>
ReportEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <ReportIdentification> <ReportEndDate>
SubmissionFileCreatedDate	The date on which the XML file has been created.	<Submission>
DueDate	The date on which the DMR is due.	<Submission> <Facility> <Report> <ReportIdentification> <DueDate>
ReportCreateDate	The date on which the XML file has been created.	<Submission> <Facility> <Report> <ReportIdentification> <ReportCreateDate>
MonitoringStartDate	The first date of the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringStartDate>
MonitoringEndDate	The last date for the monitoring period.	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MonitoringEndDate>
CertificationDate	The date on which the file is being uploaded to the state (i.e. certified for accuracy and completeness)	<Submission> <Certification> <CertificationDate>
MeasurementValue	Used to provide the value for the concentration minimum, concentration	<Submission> <Facility> <Report>

	maximum, concentration average, loading maximum, or loading average result.	<MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <MeasurementValue>
QCExceedance	<p>Indicates the number of excursions for a particular parameter.</p> <p>Note: This field is required in all cases except when there are no limits for that parameter.</p> <p>Only the 1st instance of the 5 blocks of SummaryofMonitoringResult need to be filled in; it is the 1st instance that is used by the e-DMR system.</p>	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <QCExceedance>
ActualSampleFrequency	Indicates the actual sample frequency for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <ActualSampleFrequency>
ActualSampleType	Indicates the actual sample type for each parameter on the DMR	<Submission> <Facility> <Report> <MonitoringLocationGroup> <MonitoringData> <SummaryofMonitoringResult> <SummaryResult> <ActualSampleType>
RepresentativeName	This field is used to supply the operator in responsible charge. This data element is only required if the facility is required to report operator information.	<Submission> <Facility> <Report> <OperationalData> <RepresentativeName>
CertificationNumber	This field is used to supply the Operator Certification number. This data element is only required if the facility is required to report	<Submission> <Facility> <Report> <OperationalData> <CertificationNumber>

	operator information.	
--	-----------------------	--

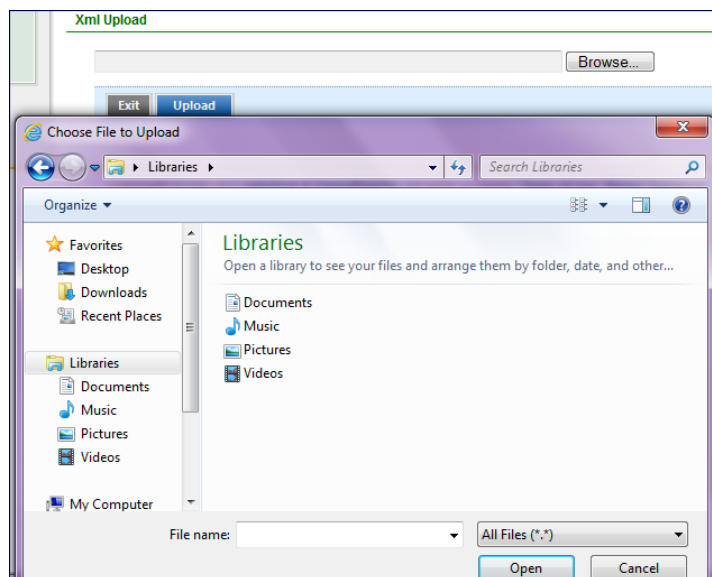
3.4.2.3 Step 3: Upload

Once an XML file has been generated and saved locally, the file can be submitted to the e-DMR System. Submitted files can be viewed by regulatory agencies and accessed for future reference. To submit the XML file, click on the Online Entry icon  for the corresponding record, which will bring up the following page:



The "Reporting Options" dialog box contains three radio buttons: "Online Entry Form", "Copy and Paste a Report", and "XML Upload". The "XML Upload" option is selected. At the bottom, there are "Exit" and "Continue" buttons.


Select the "XML Upload" radio button and click .



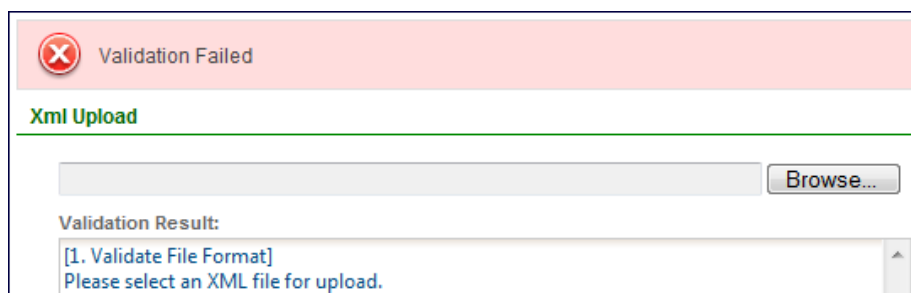
To select the XML file, click on the "Browse" button. This will bring up the Choose File message box. Browse through the local file directory, and select the file to be uploaded.

Note that the file selected must be a valid XML file. If the file does not have an .xml extension, an error will occur. Also, the file must be an e-DMR schema instance document that must comply with the national e-DMR XML schema file format. A copy of this file format and specifications can be found at the EPA/State Exchange Network website at

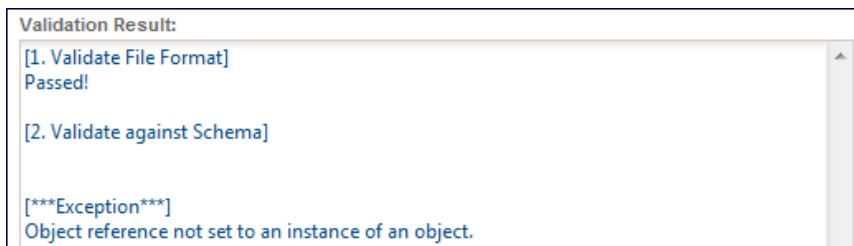
<http://www.exchangenetwork.net>. The file must comply with the naming conventions of the data elements, order of the data elements, and data element data type definitions.

Once the file has been selected, click the  button. The system will run a validation check and display an error if there is something wrong with the file. Listed below are the most common errors:

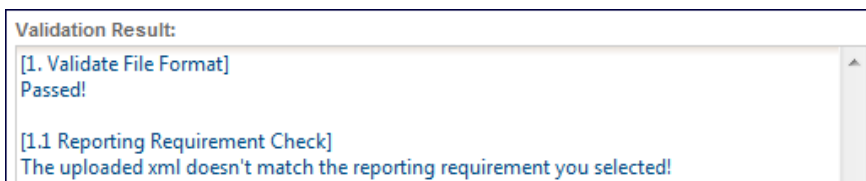
1. The file is not in XML format – for example, the submission file is in Word format:



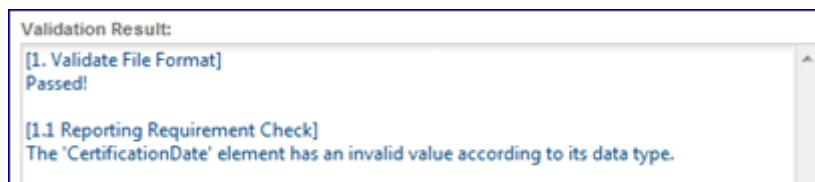
2. The file is in valid format, but it is not well defined:



3. The file is in a valid format, but not the correct e-DMR type. For example, if the XML file for the wrong report is submitted, then the error message will be:



4. The file is in valid format and correct type, but with some errors, in which case the detailed error messages will be displayed. For example, in the submission XML file, an invalid date was input. The following error message will be generated:



Other potential error messages:

Error Message	Potential Cause
No reporting requirement can be found in E2 associated with this XML file.	E2 is not expecting a DMR with the specified start date and end date for this facility. This error is usually encountered when the ReportStartDate and ReportEndDate elements are not specified.
The "<" character cannot be included in the name...	This is usually caused by not having the XML file conform to the XML schema, either by having an extra "<" or ">" or omitting an "<" or ">"
The 'date' element is invalid – The value " is invalid according to its datatype.	XML requires that all date fields be supplied. This error message indicates that some date field in the XML field has not been filled in.
{elementName} is required	A required field in the XML file (from the table above) was not specified.

The user can correct the errors, and resubmit the file. If the test is successful, the page will indicate that the submission has passed validation.

3.4.2.4 [Step 4: Attachment](#)

This step is identical to the Attachment step for the online data entry method. For further details, please refer to [Section 3.2.1.4: Attachment](#).

3.4.2.5 [Step 5: Validation](#)

This step is identical to the Validation step for the online data entry method. For further details, please refer to [Section 3.2.1.5: Validation](#).


3.4.2.6 [Step 6: Submission](#)

This step is identical to the Submission step for the online data entry method. For further details, please refer to [Section 3.2.1.6: Submission](#).

3.4.3 Using the Excel Copy-and-Paste Feature

In many cases, a facility may store its DMR data electronically in a common spreadsheet software application, such as Microsoft Excel. To blend the simplicity of the web form with the ease-of-use of commonly used spreadsheet programs, there is a copy-and-paste feature available on the DMR web form.

3.4.3.1 Step 1: Downloading Reporting Requirements

To download a DMR template file in Excel file format, return to the Create a New Report screen and click on the Excel icon  for the corresponding record:

Search for Reporting Requirement





Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

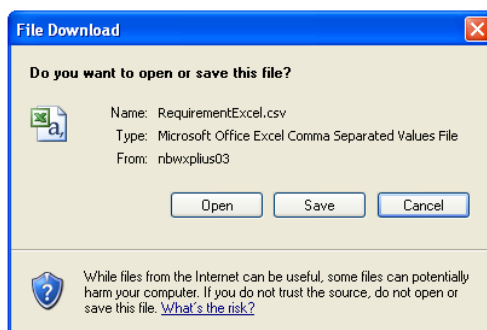
Monitoring Period: ~ Report Due Date: ~

Search Result

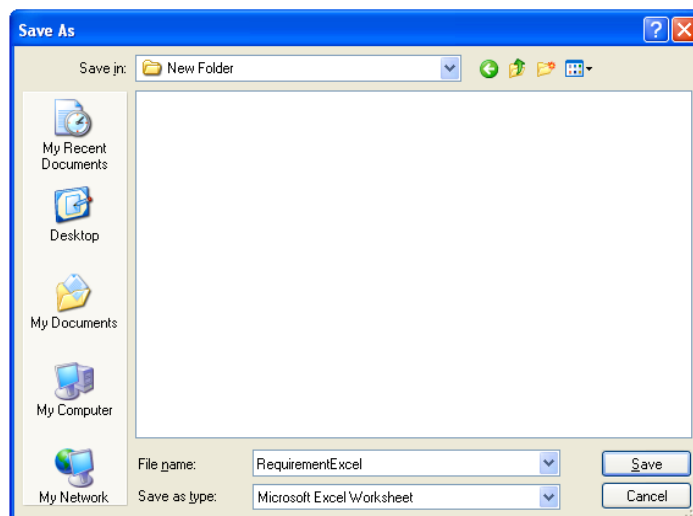
1 - 1 of 1 item(s) Items per page: 15

Online Entry	XML	Excel	View Form	Req. ID	Permit Number	Facility Name	Report Frequency	Form Type	Report Date	Status	Due Date
				36	VAR050090	Hill Coal Company	Annually	Effluent	01/01/2012 ~ 12/31/2012	New	01/10/2013

This will begin a series of message boxes.



To open the file in a new window without saving, click "Open." Alternately, the user should click "Cancel" if he or she does not wish to save or open the file. However, if the user wishes to download the template DMR Excel file, he/she should click "Save," at which point the user will be prompted to respond with the location he/she wishes to save the file in.




The template DMR Excel file is a Comma Separated Value (CSV) file that can be read by Microsoft Excel and other spreadsheet programs. This file contains a listing of the parameters on the left-hand side and the heading of the columns of the DMR form across the top. The facility user can then begin using this Excel spreadsheet to enter in DMR results.


3.4.3.2 [Step 2: Filling out the DMR Form](#)

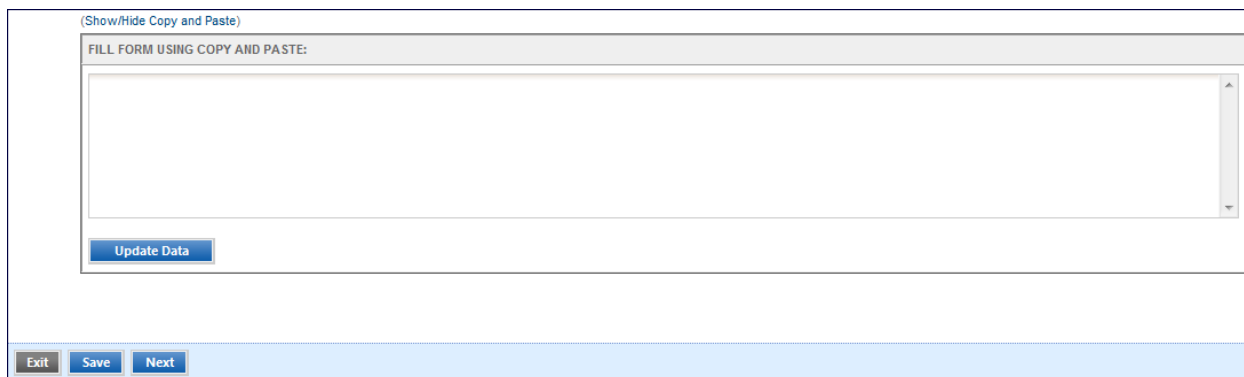
The CSV file that is downloaded from the e-DMR system can be opened by Excel and most other spreadsheet programs. Once this file is opened, it can be edited in any way as seen fit by the facility, but the **order of the columns should not be modified**. This is because, in Step 3, the data will be copied from the Excel file and pasted back into the e-DMR system web form, which will expect the data in the same order in which it was downloaded.

3.4.3.3 [Step 3A: Result Data Population](#)

Once the facility user is finished filling out the Excel spreadsheet, he/she can return to the e-DMR system and go to the Create a New Report screen to submit the report. To access the DMR web form, click on the Online Entry icon  for the corresponding record, which will bring up the following page:

A screenshot of a web form titled 'Reporting Options'. It has three radio button options: 'Online Entry Form', 'Copy and Paste a Report' (which is selected), and 'XML Upload'. At the bottom are 'Exit' and 'Continue' buttons.

Select the "Copy and Paste a Report" option and click  to open the following page:

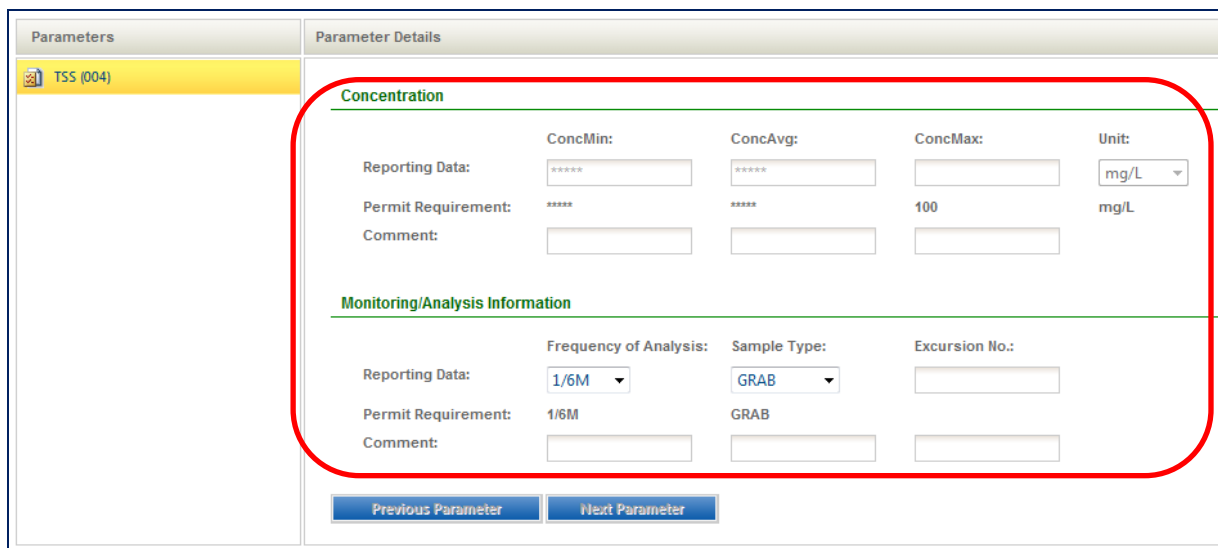


The screenshot shows a web form titled "(Show/Hide Copy and Paste)" with a sub-header "FILL FORM USING COPY AND PASTE:". Below the header is a large, empty text area for pasting data. At the bottom left of the text area is a blue "Update Data" button. At the bottom of the form are three buttons: "Exit", "Save", and "Next".

This is the same as the Online Entry page, but the user is brought to a textbox at the bottom for copying in data. Copying and pasting data allows for standardization of data, reducing the degree of error that may occur by retyping the data. To use the copy and paste conversion tool, there are a couple rules that must be followed:

1. The order of the parameters in each row and the order of columns of the locally saved spreadsheet must be in the same order as those on the DMR Data web form.
2. Only the body of the DMR form may be copied. This does not include the parameter row headings, columns headings, operator section, or comments section. Operator section and Comments must be entered manually.

Looking first at rule #1, examine the web form parameters, paying attention to their order as listed across the page. The following figure outline this area:



The screenshot shows the "Parameter Details" section for "TSS (004)". A red rounded rectangle highlights the "Concentration" and "Monitoring/Analysis Information" sections. The "Concentration" section includes fields for "Reporting Data:", "ConcMin:", "ConcAvg:", "ConcMax:", and "Unit:" (a dropdown menu set to "mg/L"). The "Monitoring/Analysis Information" section includes fields for "Reporting Data:", "Frequency of Analysis:", "Sample Type:", and "Excursion No.:". Below these sections are "Previous Parameter" and "Next Parameter" buttons.

Next, open the spreadsheet software that stores the DMR data. Verify that the parameters listed are the same as those on the web form, and that the order matches exactly (which will be

true by default). This may take some time to set up, but it need only be done once. The following image illustrates this:

	A	B	C	D	E	F	G	H	I
1	Outfall Name: "500"								
2		Quantity or Loading - Average	Quantity or Loading - Maximum	Quality or Concentration - Minimum	Quality or Concentration - Average	Quality or Concentration - Maximum	Frequency of Analysis	Sample Type	No. Ex.
3	FLOW: "001"	123	*****	*****	*****	*****	CONT	TIRE	1
4	PHOSPHORUS, TOTAL (AS P): "012"	*****	*****	*****	12.3	*****	1/W	TIRE	1
5	NITROGEN, TOTAL (AS N): "013"	*****	*****	*****	21.2	*****	1/W	TIRE	2

In this case, the parameters are identical and in the same order, and the column order is the same across the top of the spreadsheet. Note that only the data itself is selected; make sure that the parameters, column headers, or extra columns to the right are *not* selected and copied.

Back in the e-DMR system, paste the report inside of the text box beneath the Copy and Paste box.

(Show/Hide Copy and Paste)


FILL FORM USING COPY AND PASTE:

```

123      *****      *****      *****      *****      CONT      TIRE      1
*****      *****      *****      *****      *****      1/W      TIRE      1
*****      *****      *****      *****      *****      1/W      TIRE      2
  
```

Update Data

This will paste the tab delimited data that had been copied from the locally saved spreadsheet.

Click  to view the results in the Online Entry form:

Concentration

Reporting Data: ***** Conc1: ***** Conc2: ***** Conc3: ***** Unit: MG/L

Permit Requirement: ***** 100 MG/L

Comment: *****

Monitoring/Analysis Information

Reporting Data: 1/6M Frequency of Analysis: 1/6M Sample Type: GRAB Excursion No.: 1

Permit Requirement: 1/6M GRAB

Comment: *****

Note: If the permit contains multiple outfalls, only one outfall can be pasted at a time. Use the “Outfall” drop-down menu to change outfalls and be able to paste in the data for each one, until all outfalls are populated.

Complete the DMR web form by filling in the other fields that could not be pasted, such as comments. For detailed instructions on filling out the online entry form, please refer to [Section 3.2.1.2: Application](#).

3.4.3.4 [Step 3B: General Report Comments and Explanation](#)

This step is identical to the General Report Comments and Explanation step for the online data entry method. For further details, please refer to [Section 3.2.1.3: General Report Comments and Explanation](#).

3.4.3.5 [Step 4: Attachment](#)

This step is identical to the Attachment step for the online data entry method. For further details, please refer to [Section 3.2.1.4: Attachment](#).


3.4.3.6 [Step 5: Validation](#)

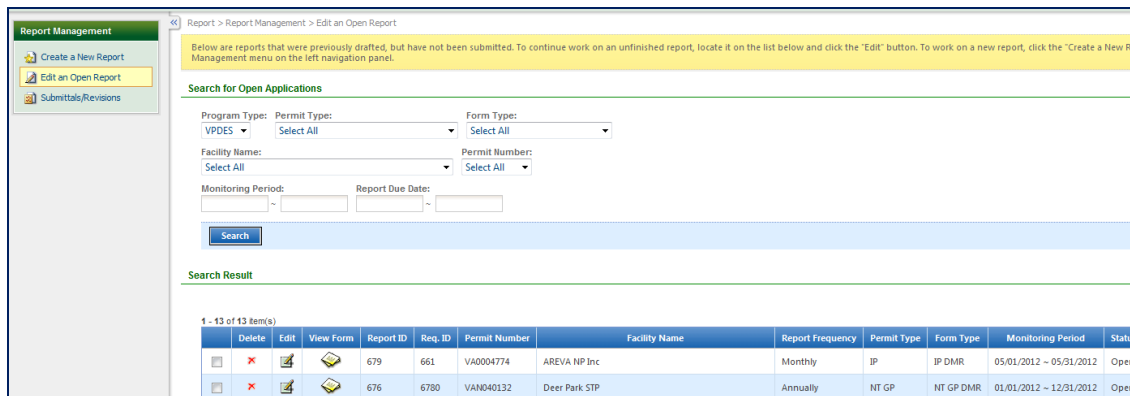
This step is identical to the Validation step for the online data entry method. For further details, please refer to [Section 3.2.1.5: Validation](#).

3.4.3.7 [Step 6: Submission](#)

This step is identical to the Submission step for the online data entry method. For further details, please refer to [Section 3.2.1.6: Submission](#).

3.5 Editing or Deleting an Open Report

As previously stated, the user has the option of saving his/her work at any time during the report creation process. To continue work on an open report (An open report is a report that has been started and saved, but not yet submitted.), simply click on the “Edit an Open Report” icon  **Edit an Open Report** in the Report Management module.



Report > Report Management > Edit an Open Report

Below are reports that were previously drafted, but have not been submitted. To continue work on an unfinished report, locate it on the list below and click the “Edit” button. To work on a new report, click the “Create a New Report” button on the left navigation panel.

Search for Open Applications

Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Monitoring Period: - Report Due Date:

Search Result


1 - 13 of 13 item(s)


	Delete	Edit	View Form	Report ID	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status
<input type="checkbox"/>				679	661	VA0004774	AREVA NP Inc	Monthly	IP	IP DMR	05/01/2012 - 05/31/2012	Open
<input type="checkbox"/>				676	6780	VAN040132	Deer Park STP	Annually	NT GP	NT GP DMR	01/01/2012 - 12/31/2012	Open

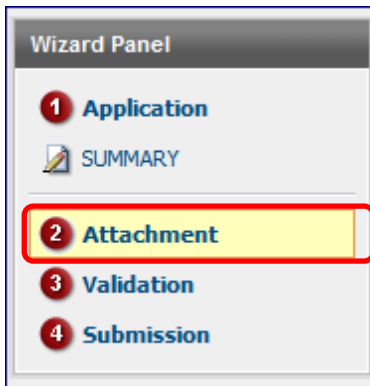
By entering the appropriate search criteria, the report that needs to be edited can be found.

Each open report will have a corresponding Report ID listed.⁴

3.5.1 Editing an Open Report

To edit a report, select the Edit icon ; the user is then taken directly to the Online Entry form. From here, the user may proceed as in Section [3.2.1](#) to continue filling out the report.

To edit a report's attachments, click  to proceed through the Report Wizard to Step 2: Attachment, or click directly on the “Attachment” link in the Wizard Panel.




Wizard Panel

- 1 Application
- 2 Attachment
- 3 Validation
- 4 Submission

⁴ This Report ID is an ID that is used until the report is submitted. When the report is certified and submitted, a new Submission ID will be generated for the DMR.

Application Attachment


 **Optional Mail Attachment (Optional)** ☐ Online ☒ Mail ☐ Other ☐ N/A

Please mail to:

4949-A Cox Road, Test for eDMR
Glen Allen, VA 23060

Describe Attachment:

AEC

 **Optional Online Attachment (Required)** ☒ Online ☐ Mail ☐ Other ☐ N/A

Add File(s)

Describe Attachment:

AEC

Exit



Save

Previous

Next

The user may then proceed as in Section [3.2.1](#) to submit the attachments.

3.5.2 Deleting an Open Report

A report that has been started but has not yet been certified and submitted to DEQ can be deleted by selecting the  icon. Multiple reports can be deleted by checking the necessary checkboxes in the left side of the grid view and clicking the  button. Note that reports that have been certified and submitted to DEQ cannot be deleted. If corrections are necessary, a revision must be made.

Search Result


1 - 8 of 8 item(s)

Items per page: 15

	Delete	Edit	View Form	Report ID	Req. ID	Permit Number	Facility Name	Report Frequency	Permit Type	Form Type	Monitoring Period	Status	Due Date
				257	6639	VAR050089	General Shale Products - Plant 6 and 28	Annually	SWI GP	Benchmark	01/01/2012 ~ 12/31/2012	Open	01/10/2013
				255	7043	VAN010057	FWSA - Aggregate Nutrient Discharge	Monthly	NT GP	NT GP DMR	03/01/2012 ~ 03/31/2012	Open	06/10/2012
				272	6643	VAR050384	USA Waste of Virginia Landfills - Bethel	Annually	SWI GP	Benchmark	01/01/2012 ~ 12/31/2012	Open	01/10/2013
				263	6724	VAR051245	KIK Virginia Incorporated	Annually	SWI GP	Benchmark	01/01/2012 ~ 12/31/2012	Open	01/10/2013
				269	7134	VA0006220	Emporia WTP	Monthly	IP	IP DMR	04/01/2012 ~ 04/30/2012	Open	05/10/2012
				259	6929	VAN050003	Riverside Shore Memorial Hospital	Monthly	NT GP	NT GP DMR	04/01/2012 ~ 04/30/2012	Open	05/10/2012
				261	6796	VAR050179	CEI - Roanoke	Annually	SWI GP	Benchmark	01/01/2012 ~ 12/31/2012	Open	01/10/2013
				271	6986	VAN040142	Appomattox Bio Energy LLC	Monthly	NT GP	NT GP DMR	04/01/2012 ~ 04/30/2012	Open	05/10/2012

Delete

3.6 Processing and Notification of Submissions

Each time a DMR is submitted, the user will be taken to a printable submission receipt page that summarizes the report submitter, owner, form, and attachment details. Here, the user will also have the option of clicking  to be taken directly to the Submitted Report(s) section of the Report Management module.


Submission ID: 593		Submitted Date: 1/31/2013 1:46:20 PM	
Submitted By:		Prepared by:	
Peter Huang		Peter Huang	
fef sfe NV 08088 2123123151 peter_huang@enfotech.com		fef sfe NV 08088 2123123151 peter_huang@enfotech.com	
Form Detail			
• Nutrient Trading			
Report Detail			
Facility Name: Alleghany County - Aggregate Nutrient Discharge		Permit Number: VAN040069	
Mailing Address: 9212 Winterberry Ave Su A, Covington, VA 24426		Monitoring Period: 07/01/2012 ~ 07/31/2012	
Attachment Detail			
Mail Optional Attachment (Optional) --			
Online Optional Attachment (Optional) --			
Go to Submitted List			

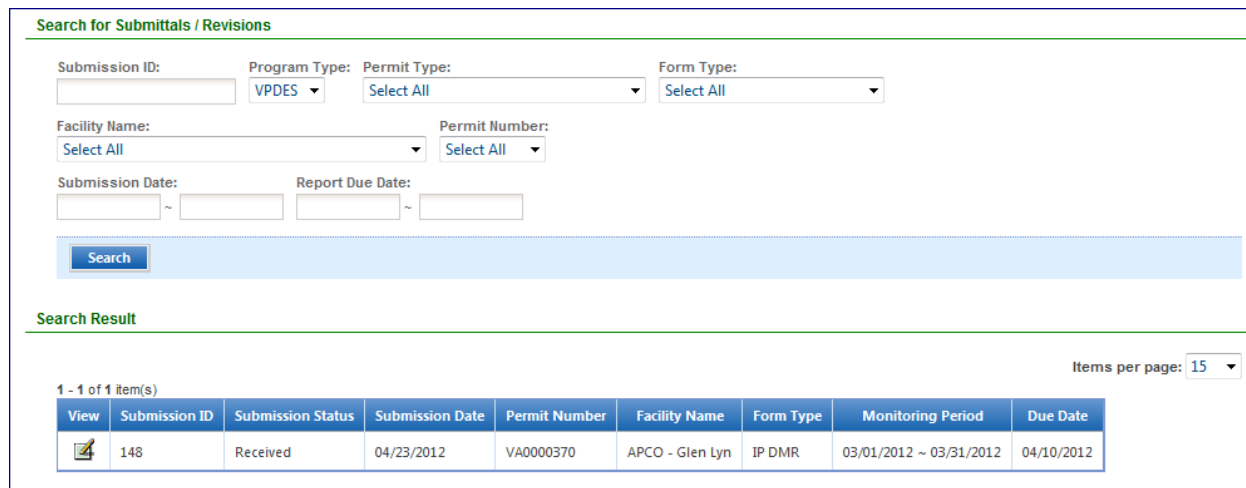
In addition, a confirmation will be sent via e-mail, along with follow-up messages indicating the processing status of the submission.

It is strongly recommended that, if the user is submitting using the Excel or XML submission option, template DMR Excel or XML files be downloaded from e-DMR System only, since the application has been designed to map the correct data from the agency database to the corresponding data element. If the system is expecting a value in a particular data element, it may not be able to correctly display the XML using a non eDMR system style sheet, or the file may not validate. The best way to ensure that a submission will be accurate and uploaded correctly to the e-DMR Server is by utilizing the web form and then stepping through the e-DMR Wizard for submission.

3.7 Viewing and/or Revising Past Submissions

3.7.1 Viewing Past Submissions

After a report has been submitted to the e-DMR server, it is accessible for viewing at any time. To view a DMR submission, click on the Submitted Report(s) icon  Submitted Report(s) in the Report Management module. This will open the following screen, which displays by default all submissions made for facilities with which the user has been associated:



Search for Submittals / Revisions


Submission ID: Program Type: Permit Type: Form Type:

Facility Name: Permit Number:

Submission Date: ~ Report Due Date: ~

Search Result

1 - 1 of 1 item(s) Items per page:

View	Submission ID	Submission Status	Submission Date	Permit Number	Facility Name	Form Type	Monitoring Period	Due Date
	148	Received	04/23/2012	VA0000370	APCO - Glen Lyn	IP DMR	03/01/2012 ~ 03/31/2012	04/10/2012

To filter the list of DMR submissions, the user may specify a permit type, form type (for SWI permit types only), facility name, permit number, submission date, and report due date.


The user may enter date search criteria by either typing in the date in MM/DD/YYYY format, or by selecting a date on the calendar that pops up when the text field is clicked. Using the Calendar pop-up ensures that the date format is correct to query the e-DMR database for submissions.


Once the filters are set, click on the “Search” button, which will display a listing of all past submissions that meet the search criteria.

The user can use this screen to monitor the current status of the submission. For example, when the DMR is first submitted, its status will be “Received,” but after the DEQ has validated the submission, its status will change to either “Exchanged” or “Rejected by Program Staff”. The following table explains all possible submission statuses:

Status	Description
Received	New Submission is received
Exchanged	Submission is exchanged to state system
RevReceived	Revision is received

RevApproved	Revision is reviewed and approved by program staff
RevRejected	Revision is rejected by program staff
Revision	Submission is currently under revision
PassDue	Submission Received but past due date

1 - 1 of 1 item(s)								
View	Submission ID	Submission Status	Submission Date	Permit Number	Facility Name	Form Type	Monitoring Period	Due Date
	148	Received	04/23/2012	VA0000370	APCO - Glen Lyn	IP DMR	03/01/2012 ~ 03/31/2012	04/10/2012

To select a report for viewing, go to the desired DMR submission and click on the Detail icon . This will bring the user to the following report submission summary, which offers two different tabs: "Submission" and "Attachment".

Note: this specific example corresponds to a VPDES-IP Individual Permit Report Submission. However, this page, for the most part, is a universal format for other permit types. Hence, when users access submissions for other permit types (ie. SWI and NT), the general layout remains identical.

The screenshot displays the 'Report Management > Submittals/Revisions' interface. On the left is a sidebar with 'Report Management' and links for 'Create a New Report', 'Edit an Open Report', and 'Submittals/Revisions'. The main content area shows a submission for 'Individual Permit' with a timestamp of '4/23/2012 9:50:55 AM' and a 'Received' status. It includes tabs for 'Submission' and 'Attachment'. A yellow banner instructs users to click the 'Form Name link' to view the report form. The 'Submission Basic Information' section lists the submission ID (148), name (Individual Permit), date, and submitter details (Peter Huang, 1368 How Lane, North Brunswick, NJ 08902, 7328391688, peter_huang@enfotech.com). The status is 'New submission is received'. The 'Submission Form(s) Detail' section provides links for 'SUMMARY', 'Download XML', and 'Download Excel'. The 'Submission Revision' section features a text area for 'Reason for Revision' and a 'Revise the Submission' button.

Report > Report Management > Submittals/Revisions

[Back to Submitted Report\(s\)](#) [Search](#) [Receipt](#)

Individual Permit 4/23/2012 9:50:55 AM **Received**

[Submission](#) [Attachment](#)

Click the "Form Name link" to view submitted Report Form.

Submission Basic Information

Submission ID: **148**

Submission Name: **Individual Permit**

Submitted Date: **4/23/2012 9:50:55 AM**

Submitted by: **Peter Huang**
1368 How Lane
North Brunswick NJ 08902
7328391688
peter_huang@enfotech.com

Status: **New submission is received**

Submission Form(s) Detail

[SUMMARY](#) [Download XML](#) [Download Excel](#)

Submission Revision

★ Reason for Revision:

[Revise the Submission](#)

3.7.1.1 Submission

On the default tab, "Submission," the report's submission ID number, name, date, and status are displayed, as well as the certifier's name and contact information.

Under the Submission Form(s) Detail section, the user may click on any of the links for [SUMMARY](#), [Download XML](#), or [Download Excel](#) to view or save a copy of the DMR in paper form, XML, or Excel format, respectively. The form at this point is considered a completed discharge monitoring report, since the permit limits and parameters are listed with their corresponding actual measured values.

If the report needs to be revised for any reason, then this reason should be entered under the Submission Revision section and the user must click the [Revise the application](#) button. For more detailed information on revising reports, please see [section 3.7.2](#).


3.7.1.2 Attachment

The “Attachment” tab displays a list of all files attached to the report, and also gives the user the option of adding more. Users can also open the attachment by clicking on the file name of the attachment.

3.7.2 Making DMR Revisions

After an e-DMR is submitted to DEQ, the facility can use the E2 system to make revisions to the DMR and resubmit. However, when a revision is made, the user must supply a reason for making the revision. Users can start to make revisions by navigating to the summary details page for particular submissions.

1 - 1 of 1 item(s)

View	Submission ID	Submission Status	Submission Date	Permit Number	Facility Name	Form Type	Monitoring Period	Due Date
	148	Received	04/23/2012	VA0000370	APCO - Glen Lyn	IP DMR	03/01/2012 ~ 03/31/2012	04/10/2012

Then, users must enter a reason for revision under the default “Submission” page, and click the

 button.

The screenshot shows a web application interface with two tabs at the top: "Submission" and "Attachment". Below the tabs is a yellow banner with the text: "Click the 'Form Name link' to view submitted Report Form." The main content area is divided into three sections: "Submission Basic Information", "Submission Form(s) Detail", and "Submission Revision".

Submission Basic Information

Submission ID:	148
Submission Name:	Individual Permit
Submitted Date:	4/23/2012 9:50:55 AM
Submitted by:	Peter Huang 1368 How Lane North Brunswick NJ 08902 7328391688 peter_huang@enfotech.com
Status:	New submission is received

Submission Form(s) Detail

SUMMARY Download XML Download Excel

Submission Revision

★ Reason for Revision:

Once the button is clicked, users will be taken to the same data entry page seen when new reports are created. However, this time around, the previous submitted values will be prepopulated in the text fields for the user's convenience. For more detail on filling in a report, please go back to [Section 3](#).

4. Profile Management Module

Clicking on any of the four links discussed below will take the user to the same Profile Management screen as clicking on the "My Profile" tab on the header menu bar:

- **Basic Information:** This section of the Profile Management module displays the user's general account information such as name, phone number, and mailing address. The user can change his/her information by entering new information in the existing fields and pressing the "Save Profile Info" button.

The user can also view and change address information by clicking the "Address Information" tab. To ensure system security, a confirmation e-mail will be sent when user information has been changed.

The screenshot shows the 'Address Information' tab within the 'Profile Management' module. The left sidebar contains links for 'Basic Information', 'Password / PIN', 'Security Questions', and 'Associated Facilities'. The main content area has a breadcrumb trail: 'My Profile > Profile Management > Basic Information'. Below the breadcrumb are two tabs: 'General Information' and 'Address Information'. A yellow informational box states: 'Enter or update your Mailing and Billing addresses. The information will be stored and automatically carried over to the Billing system. Please click the "Submit Change" button.' Below this, a legend indicates that a red asterisk (*) denotes a required field. The 'Mailing Address' section contains the following fields: 'Address Line 1' (with the value '1368 How Lane'), 'Address Line 2' (empty), 'City' (with the value 'North Brunswick'), 'Country' (a dropdown menu showing 'USA'), 'State' (a dropdown menu showing 'New Jersey'), and 'Zip' (with the value '08902'). A 'Save Address Info' button is located at the bottom of the form.

- Password:** This is the section of the Profile Management module where users may change their passwords. Again, the new user-defined password must consist of 8-15 alphanumeric characters (i.e. A-Z, a-z, and 0-9). The new password will also be sent to the email address on file.

The screenshot shows the 'Change Password' section within the 'Profile Management' module. The left sidebar is the same as in the previous screenshot. The main content area has a breadcrumb trail: 'My Profile > Profile Management > Password / PIN'. Below the breadcrumb are two tabs: 'My Password Information' and 'My PIN Information'. A yellow informational box contains the following text: 'Change your password. To change your password, enter old password then new password. New password must be re-typed and matched the new password to proceed. Click the "Save Password" button to update the changed password. New password will be emailed to the account's email address. Password is case sensitive.' Below this, a legend indicates that a red asterisk (*) denotes a required field. The 'Change Password' section contains the following fields: 'Old Password' (with a masked value '*****'), 'New Password' (with a masked value '*****'), and 'Confirm New Password' (with a masked value '*****'). A 'Save Password' button is located at the bottom of the form.

Users can also request a change of PIN by navigating to the "My PIN Information" tab. Here, users can click the **Request New PIN** button to have a new PIN sent to him/her.

The screenshot shows the 'Profile Management' sidebar on the left with 'Password / PIN' selected. The main content area has a breadcrumb trail 'My Profile > Profile Management > Password / PIN' and two tabs: 'My Password Information' and 'My PIN Information'. The 'My PIN Information' tab is active, displaying a yellow instruction box: 'To request for a new PIN, click on the "Request New PIN" button. Password or PIN confirmation will be emailed to the account's email address. * Denotes a required field'. Below this is a green 'Change PIN' link. At the bottom is a red 'Request New PIN' button.

- **Security Question:** Users holding a “Certifier” role may ask to reset his/her security questions here by inputting a reason and clicking **Request Reset**. The administrator will then be notified of this request and can choose to accept or deny this request. Upon acceptance of this request, the user will be able to choose new security question when he/she logs in. For security purposes, notification e-mails will be sent to both the Certifier and the DEQ e-DMR administrator.

The screenshot shows the 'Profile Management' sidebar with 'Security Questions' selected. The main content area has a breadcrumb trail 'My Profile > Profile Management > Security Questions' and a yellow instruction box: 'Select the security questions which are used to verify the applicant's identity and provide an extra layer of protection during report submission. To reset the security questions and answers, you will need to request a password change.' Below this is a green 'Reason to Reset Security Questions' link. The form has a red asterisk and the label 'Reason:'. A text box contains 'I cannot remember my answers' with a dropdown arrow and a 'Go' button. At the bottom is a blue 'Request Reset' button.

The following screen allows the user to answer the security questions by selecting questions from each question group, typing the answer in the text box and clicking “Save” to save the answers:

Security Questions

One of the following security questions will be referenced during the application submission process. Please answer all questions below with unique responses.

Question 1:
What is the first and middle name of your oldest sibling? ▼
Answer:

Question 2:
what is your favorite book? ▼
Answer:

Question 3:
what is the name of the hospital where you were born? ▼
Answer:

Question 4:
what is your best friend's last name? ▼
Answer:

Question 5:
what is the last name of your favorite teacher? ▼
Answer:

- **Associated Facilities:** Facility information functions, such as viewing the facilities that the user is associated with and additional reporting requirements for those facilities, are available by clicking on this link.

My Profile > Profile Management > Associated Facilities

* Denotes a required field


Currently Associated Facilities

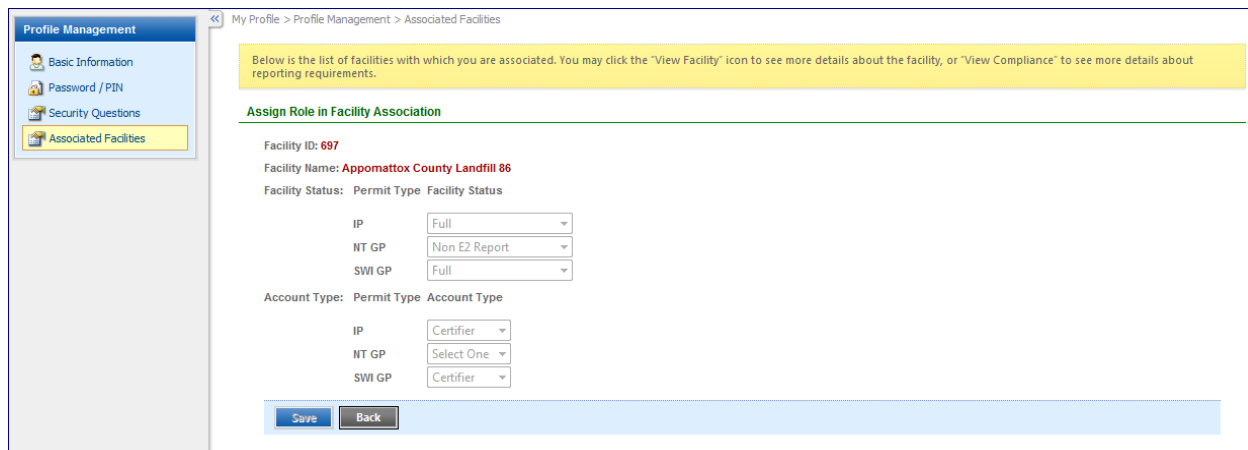
1 - 7 of 7 item(s)

View Facility	View Compliance	Facility ID	Facility Name	Permit No.	Status
		669	General Shale Products LLC Plant No 35 and 36	VAR050277	Trial
		1531	Hill Coal Company	VAR050090	Full
		1317	Dominion Virginia Power - Chesterfield	VAR051023	Trial
		1516	ArborTech Forest Products Incorporated	VAR050690	Trial
		1317	Dominion Virginia Power - Chesterfield	VAN040086	Trial
		1317	Dominion Virginia Power - Chesterfield	VA0004146	Trial
		882	Federal Pacific Transformer Company	VAR050080	Full

In order for a user to be able to submit DMR reports, the user must be associated with at least one facility. This is accomplished by submitting a Facility Participation Package to DEQ. The **Facility Participation Package** is available at the following site: [ENTER DEQ

Website LINK] Or you may contact the appropriate DEQ Regional Office to obtain this Facility Participation Package. Once DEQ receives and approves the application, the user accounts will be created and the users will be associated with the appropriate facility. The e-DMR System allows users to be associated with multiple facilities, each of which will be listed here.

To obtain further information about a facility, click on the “View Facility” icon  , which takes the user to the Assign Role in Facility Association screen shown below:



My Profile > Profile Management > Associated Facilities

Below is the list of facilities with which you are associated. You may click the “View Facility” icon to see more details about the facility, or “View Compliance” to see more details about reporting requirements.

Assign Role in Facility Association

Facility ID: **697**
Facility Name: **Appomattox County Landfill 86**
Facility Status: Permit Type Facility Status


IP	Full
NT GP	Non E2 Report
SWI GP	Full

Account Type: Permit Type Account Type

IP	Certifier
NT GP	Select One
SWI GP	Certifier

[Save](#) [Back](#)

This screen is read-only for facility users and displays general information about the facility, such as its mailing address and current e-DMR reporting status. If the facility can no longer submit DMRs electronically to the DEQ, its status will be displayed as either “Inactive” or “Suspended”.

The user can also view the facility’s compliance schedule by clicking the “View Compliance” icon  from the Associated Facilities screen, which takes the user to the Additional Reporting Requirements screen shown below:

My Profile > Profile Management > Associated Facilities

★ Denotes a required field

Additional Reporting Requirements

Status:

Permit Number:

1 - 15 of 26 item(s)

Schedule Name	Due Date	Received Date	Complete Date	Outfall
TMP - Third Annual Acute	06/10/2007	05/31/2007	05/31/2007	
TMP - First Annual Acute	06/10/2005	04/08/2005		
TMP - Second Annual Acute	06/10/2006	06/02/2006	06/02/2006	
20TH QTR - GROUND WATER MONITORING	01/10/2010	01/04/2010		
TMP - Second Annual Chronic	06/10/2006	06/02/2006	06/02/2006	
TMP - Fourth Annual Acute	06/10/2008	06/10/2008	06/10/2008	

This screen will display all additional reporting requirements that the facility may face as a result of a compliance schedule, which can be filtered by “Completed” or “Not Completed” status in the drop-down menu at the top. Again, users can filter the search criteria by status and permit number. **Note: These reporting requirements must NOT be placed as ‘attachments’ to the eDMR as they are standalone requirements and NOT associated with the DMR.**

Disclaimer: The compliance schedule information listed on this screen is intended as a helpful tool for tracking and implementation of the permit requirements, but it is not a substitute for the actual permit requirements. The facility responsible official is responsible for reviewing the permit and ensuring all requirements are met.

To return to the Facility Information screen, click on the button, or click on the Associated Facilities link in the functional area to the left.

5 Glossary

Acronym/ Terminology	Description
DMR	Discharge Monitoring Report
e-DMR	Electronic Discharge Monitoring Report
e-DMR Schema	The electronic Discharge Monitoring Reporting schema file(s) that provides validation rules for interpreting the e-DMR data files written in the XML format. It is used as a guideline for the permitted facility to prepare electronic DMR data files in the compatible XML file format to the appropriate agency.
Report Wizard	A process that begins after a user clicks on Generate Submission File on an online web entry form. This wizard is used to guide the user through certifying and submitting a generated submission file. Also, the wizard can be used to save the file locally.
Style Sheet	A style sheet is an XML file that contains language, linking and style. The main purpose of the style sheet is: (1) to display the XML data files in a user-friendly report format, and (2) to transform the data from one XML format to another format (for data conversion or loading to other database systems). In the e-DMR System a style sheet is used to transform XML data into a readable format. A style sheet that is applied to a template file will look like a blank DMR paper form, while a style sheet that is applied to a submission file will appear as a completed DMR paper form.
Submission DMR File	XML file, or instance document of the e-DMR schema with actual data, reporting requirements, and certification information. This XML will be submitted to the regulatory agency.
Template DMR File	XML file or instance document of the e-DMR schema that includes reporting requirements, permit limits, and facility information data. This file may be used to fill in actual measured data and is analogous to a blank DMR paper form.
Virginia DEQ	Commonwealth of Virginia Department of Environmental Quality
XML File / Instance Document	An XML file is an instance of the schema definition file. It will be prepared by the permitted facility to provide actual monitoring data for submission to the regulatory agency. The permitted facilities could either develop a data export program to automatically export the DMR data from their databases to the XML file format compatible with the schema definition, or enter the DMR data through a web-form provided by the regulatory agency.

Acronym/ Terminology	Description
XML Schema	An XML is a document that is used to standardize a set of mark-up tag names in a particular order. This definition includes what data elements are expected, the acceptable values for the data element, etc. Taken as a whole, the schema is a definition file that provides a mechanism for both human and computer interpretation of information contained in a document.

6 Appendix A: Troubleshooting Guide

6.1 *Issue: Attempting to Perform Copy-Paste from Excel into DMR, Results in Some Sample Types Not Pasting Properly*

- Symptom:** When performing a paste operation from Excel into the DMR webform, but some Sample Types are not pasting into the cells even though they appear correctly in Excel System will not let you continue.
- Scope:** This issue is most likely limited to situations involving multiple-outfall DMRs in which the facility is not providing Lab Codes.
- Cause:** This is caused by a bug in Excel in being able to correctly interpret certain CSV (Comma Separated Variable) files. When using Excel to edit the DMR file, if values are not supplied in the last cell of the last row, Excel will sometimes remove those columns entirely. Therefore in cases where the Lab Code (which is the last column) is not being filled in, Excel removes the lab code column from the CSV file, which creates problems when trying to read the previous column (Sample Type).
- Resolution:** To avoid this issue, the Data Submitter can add an "X" (or any other character) to the Lab Code column in the row following the last row in the DMR template, as shown here. By making this change, this issue should be resolved.

File Edit View Insert Format Tools Data Team Window Help												
L19												
	A	B	C	D	E	F	G	H	I	J	K	L
1		Quantity o	Quantity o	Quantity o	Quality or	Quality or	Quality or	Quality or	No. Ex.	Frequency	Sample Ty	Lab Code
2	FLOW:"001"										GRAB	
3	PH:"002"											
4	BOD5:"003"											
5	TSS:"004"											
6	DO:"007"											
7	AMMONIA, AS N:"039"											
8	TEMPERATURE, WATER (DEG. C):"080"											
9	CL2, TOTAL CONTACT:"157"											
0	CL2, INST RES MAX:"165"											
1	CL2, INST TECH MIN LIMIT:"213"											
2												
3												
4		Quantity o	Quantity o	Quantity o	Quality or	Quality or	Quality or	Quality or	No. Ex.	Frequency	Sample Ty	Lab Code
5	FLOW:"001"										GRAB	
6	PH:"002"										GRAB	
7	DO:"007"										IS	
8	TEMPERATURE, WATER (DEG. C):"080"										GRAB	
9	CL2, INST RES MAX:"165"										EST	
0												X
1												
2												
3												

Add some text (any text) below the last line in your requirements file (LabCode column)